

WCM Authoring Content Reference Guide

Presented by:
Office of eMichigan
Department of Information Technology
State Of Michigan

WCM Authoring Content Reference Guide

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WCM Authoring Content Reference Guide

The audience of this training is current CMA Content Entry Staff.

The goal of this training is to introduce content entry staff to the new WCM tool and help them become comfortable accomplishing the same types of tasks they currently perform in the CMA.

Note:

I. WCM Introduction

A. How to Access WCM

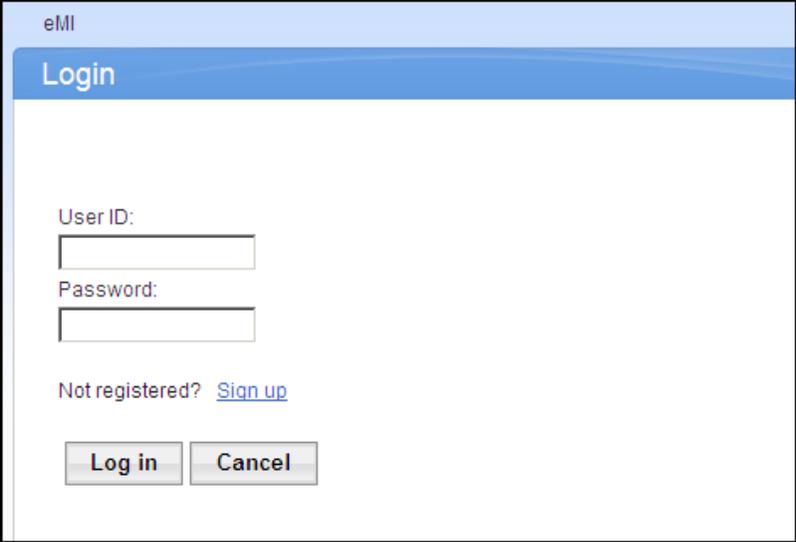
1. We will access WCM through a browser.

The URL for your site WCM environment is:

Need proper URL for WCM/Production

2. Log-in

Enter your User ID: and Password:. Click **Log In**.

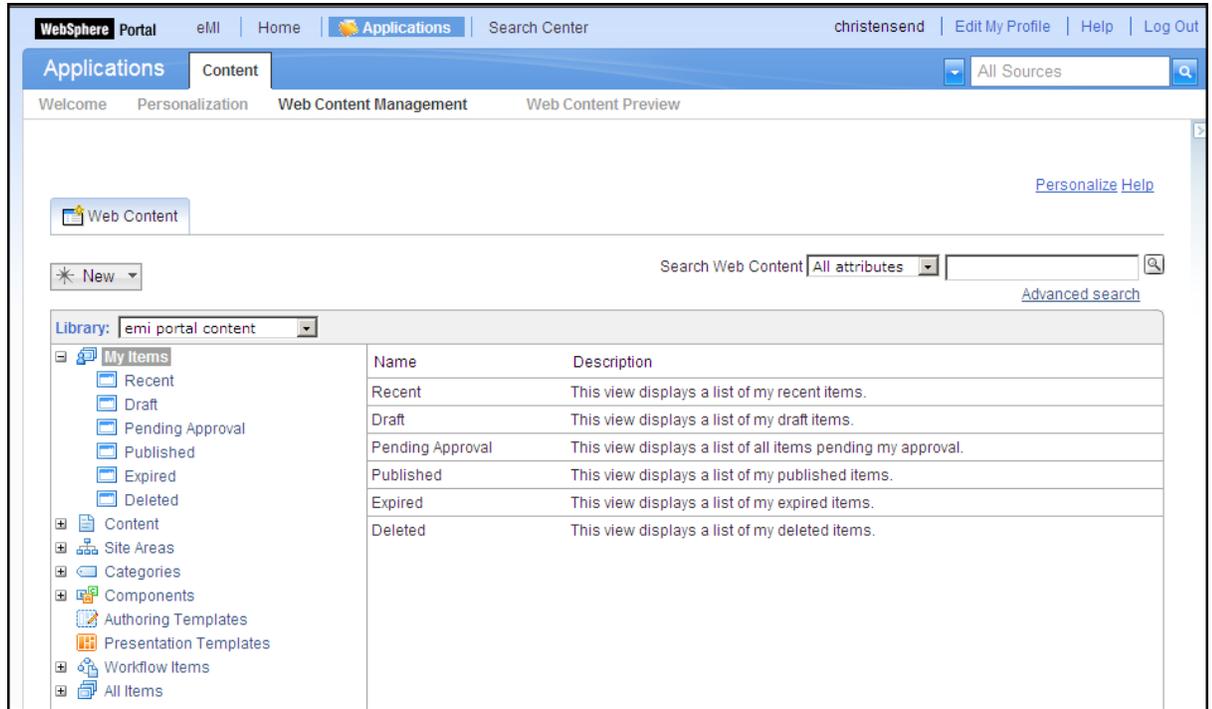


The screenshot shows a web browser window with the title 'eMI'. The main content area has a blue header with the word 'Login'. Below the header, there are two text input fields. The first is labeled 'User ID:' and the second is labeled 'Password:'. Below these fields, there is a link that says 'Not registered? Sign up'. At the bottom of the form, there are two buttons: 'Log in' and 'Cancel'.

Need info about User IDs and Passwords here.

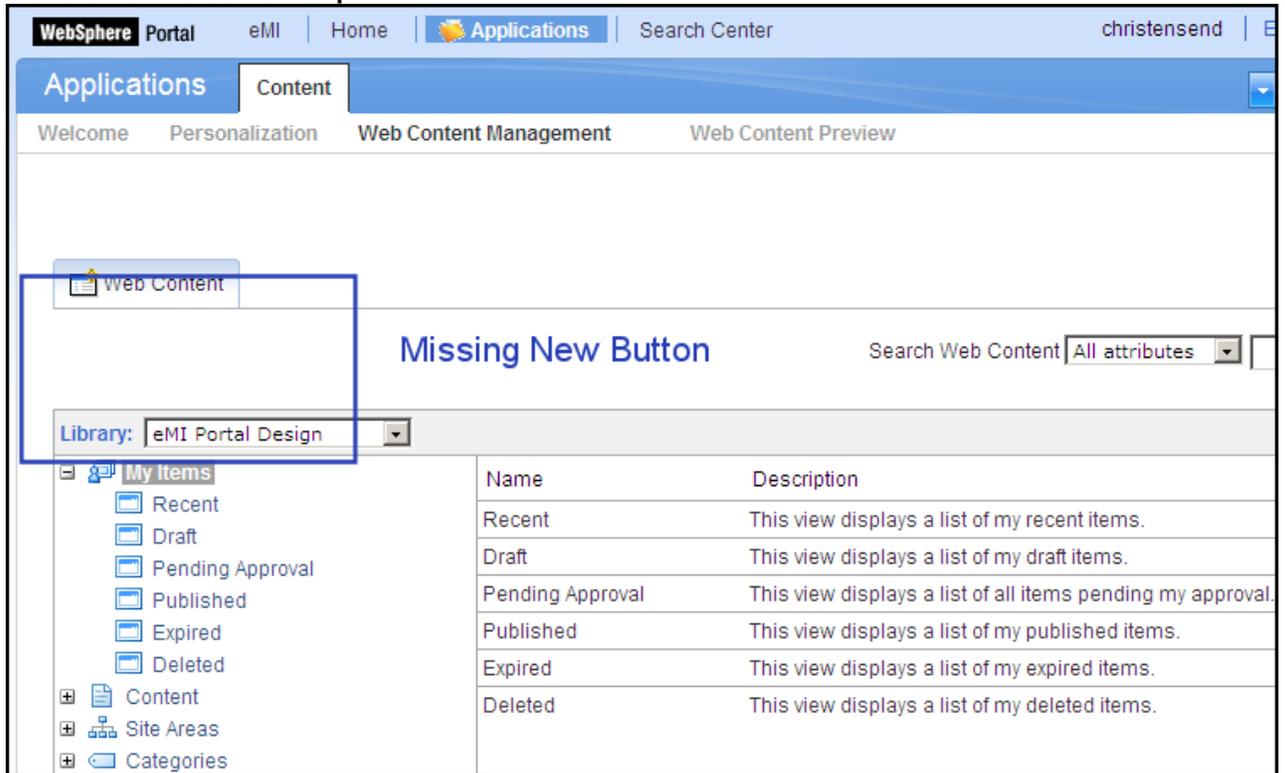
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3. You will be presented with the WCM Authoring Screen.



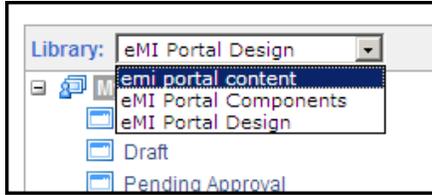
B. How to Navigate WCM

If you do not see the **New** button when you first enter **WCM**, check the **Library Drop Down**. Make sure it is set to **emi portal content**.

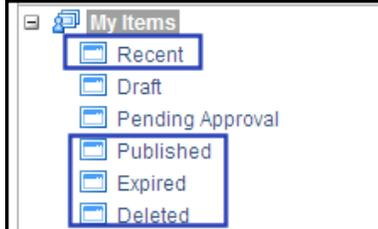


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1. Click the **Library Drop Down** and select **emi portal content**.

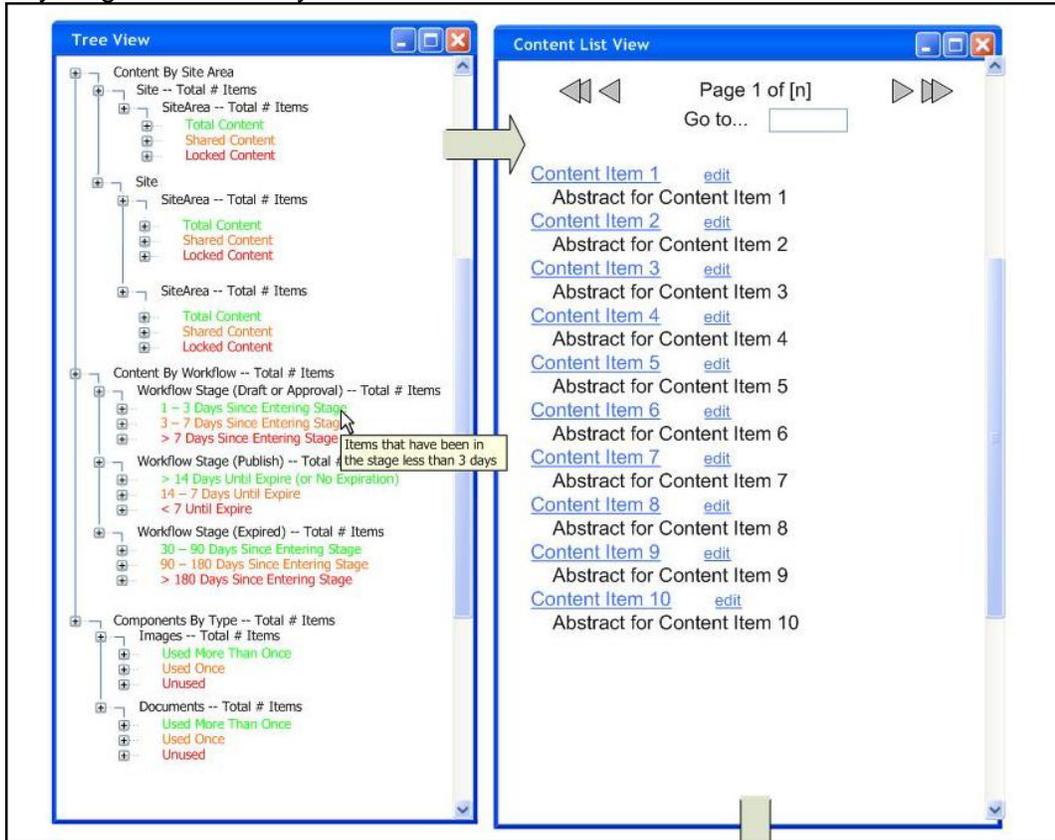


WCM initially opens up to the **My Items** section.



2. Workflow

Because of the way our system is configured, **Draft** and **Pending** will not hold anything. You will find your items for **Workflow** in the **Dashboard**.



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3. In My Items under Recent

You will see the Items you most recently opened.

<ul style="list-style-type: none"> My Items Recent Draft Pending Approval Published Expired Deleted Content Site Areas 	Filter	Filter		Filter		
	<input type="checkbox"/>	Type	Title	Status	Library	Date Saved
	<input type="checkbox"/>	Debbie's Contact Test		◦ ◦ ◦	emi portal content	Jun 2, 2009 11:28:47
	<input type="checkbox"/>	Debbie's Definition Test		◦ ◦ ◦	emi portal content	Jun 12, 2009 4:35:22
	<input type="checkbox"/>	North Region by County		◦ ◦ ◦	emi portal content	Jun 15, 2009 1:05:19
<input type="checkbox"/>	Who was "Good Roads" Earle?		◦ ◦ ◦	emi portal content	Jun 11, 2009 1:28:03	

4. In My Items under Published, Expired, and Deleted

You will see content you authored in each of those states.

Library: emi portal content						
<ul style="list-style-type: none"> My Items Recent Draft Pending Approval Published Expired Deleted Content Site Areas Categories 	Filter	Filter	Green indicator indicated Published status.	Filter		
	<input type="checkbox"/>	Type	Title	Status	Date Saved	Author
	<input type="checkbox"/>	Debbie's Bid: Bid No.: ABDE1346131723426XWA		◦ ◦ ◦	Jun 4, 2009 2:29:17 AM EDT	christensend
	<input type="checkbox"/>	Debbie's Blog about this whole test process		◦ ◦ ◦	Jun 3, 2009 1:18:54 PM EDT	christensend
	<input type="checkbox"/>	Debbie's Contact Test		◦ ◦ ◦	Jun 2, 2009 11:28:47 AM EDT	christensend
	<input type="checkbox"/>	Debbie's Definition Test		◦ ◦ ◦	Jun 1, 2009 2:53:34 PM EDT	christensend
	<input type="checkbox"/>	Debbie's Fantastic Press Release		◦ ◦ ◦	Jun 2, 2009 5:30:48 PM EDT	christensend

C. Content

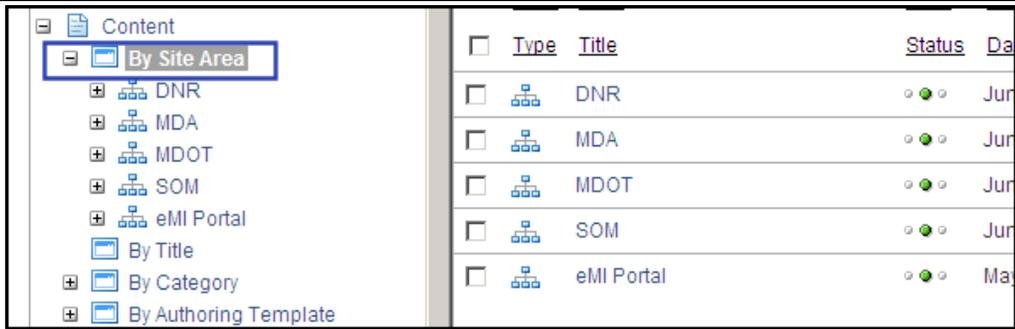
Clicking **Content**, will open up the section that allows you to browse the content within the sites much like you were able to **Browse Category** in the **CMA**.

Web Content	
* New	
Library: emi portal content	
<ul style="list-style-type: none"> My Items Content By Site Area By Title By Category By Authoring Template Site Areas Categories Components 	<ul style="list-style-type: none"> Name By Site Area By Title By Category By Authoring Template

1. By Site Area

To see what we used to call **Category**, you will want to use **Site Area**.

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The screenshot shows a software interface with a left-hand navigation pane and a right-hand content table. The navigation pane is titled 'Content' and has a sub-section 'By Site Area' highlighted with a blue box. Under 'By Site Area', there are several expandable items: DNR, MDA, MDOT, SOM, eMI Portal, By Title, By Category, and By Authoring Template. The content table on the right has columns for 'Type', 'Title', 'Status', and 'Date'. It lists five items, each with a checkbox, a type icon, a title, a status indicator (a green dot in a circle), and a date.

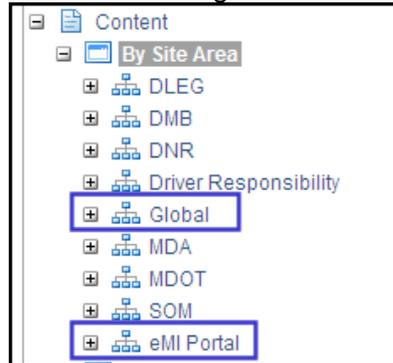
<input type="checkbox"/>	Type	Title	Status	Date
<input type="checkbox"/>		DNR		Jun
<input type="checkbox"/>		MDA		Jun
<input type="checkbox"/>		MDOT		Jun
<input type="checkbox"/>		SOM		Jun
<input type="checkbox"/>		eMI Portal		Ma

NOTE: *CMA Category = WCM Site Area* (see page 121,

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Appendix E: Miscellaneous Definitions and Acronyms)

a) The eMI Portal & Global Site Areas will never be accessed by anyone besides e-Michigan



b) The SOM Site Area contains the Michigan.gov home page and navigation areas.



c) You can drill down into your Site Area:

Note that each **Site** will have a **Site Area** with the same name.



Sites and **Site Areas** are differentiated by the different icons:

Site 

Site Area 

The **Site Area** with the same name is necessary to hold the **Home Page** for the **Site**.

Once a **Site Area** is selected within a **Site**, on the right side of the screen, you can see both sub-**Site Areas** and **Content** listed. They are differentiated by different **Icons**.

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Filter	Filter	Filter	Filter
Type	Title	Status	Date Saved
	Michigan's publicly-owned bridges		May 19, 200
	BRIDGES_BORDERS Default Content		Jun 16, 200
	ASSETS		May 13, 200
	NEWS		May 13, 200
	FARES_TOLLS Site Area		May 13, 200
	MACKINAC_BRIDGE		May 13, 200
	INTERNATIONAL_BRIDGE		May 13, 200

Content

Site Area

Find your particular “old category” or desired Site Area.

WCM View

Filter	Filter	Filter	Filter
Type	Title	Status	Date Saved
	ROADS_TRAVEL Default Content		May 25, 2009
	ASSETS		May 13, 2009
	ADVISORIES		May 13, 2009
	SPOTLIGHT		May 13, 2009
	RELATED_LINKS		May 13, 2009
	MAPS		May 13, 2009
	RIDESHARING		May 13, 2009
	BICYCLING		May 13, 2009
	SAFETY		May 13, 2009
	QUICKLINKS		May 13, 2009
	LEFT_LINKS		May 13, 2009
	ITS		May 13, 2009
	POTHOLES		May 13, 2009
	ALTERNATIVES		May 13, 2009
	COURTESY_PATROL		May 13, 2009
	HIGHWAYS_LOCALNAMES		May 13, 2009

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CMA View:

Browse Categories

Category Name MDOT-ROADS TRAVEL (LIVE) (WF)

[Edit](#) | [Add New Content](#) | [Add Child Category](#) | [Delete](#) | [Move Category](#) | [View Category Tree](#)

Up One Level [MDOT](#)

Sub-Categories (Click to Name to Browse, ID Path to Edit/View, Status to Preview - Nav categories only)

<p>MDOT-ROADS TRAVEL-ALTERNATIVES (9609 9615 29684 - LIVE)</p> <p>MDOT-ROADS TRAVEL-ASSETS (9609 9615 9644 - LIVE)</p> <p>MDOT-ROADS TRAVEL-BICYCLING (9609 9615 11223 - LIVE)</p> <p>MDOT-ROADS TRAVEL-COURTESY PATROL (9609 9615 31161 - LIVE)</p> <p>MDOT-ROADS TRAVEL-DRIVE (9609 9615 47588 - LIVE)</p> <p>MDOT-ROADS TRAVEL-FEATURE (9609 9615 52247 - LIVE)</p> <p>MDOT-ROADS TRAVEL-HIGHWAYS LOCALNAMES (9609 9615 36946 - LIVE)</p> <p>MDOT-ROADS TRAVEL-ITS (9609 9615 44489 - LIVE)</p> <p>MDOT-ROADS TRAVEL-LEFT LINKS (9609 9615 17176 - LIVE)</p> <p>MDOT-ROADS TRAVEL-MAPS (9609 9615 11014 - LIVE)</p>	<p>MDOT-ROADS TRAVEL-MIS (9609 9615 46698 - LIVE)</p> <p>MDOT-ROADS TRAVEL-MITRAVELCOUNTS (9609 9615 51690 - LIVE)</p> <p>MDOT-ROADS TRAVEL-NEW ON ROADS (9609 9615 44557 - LIVE)</p> <p>MDOT-ROADS TRAVEL-POTHoles (9609 9615 30883 - LIVE)</p> <p>MDOT-ROADS TRAVEL-QUICKLINKS (9609 9615 11410 - LIVE)</p> <p>MDOT-ROADS TRAVEL-RELATED LINKS (9609 9615 11012 - LIVE)</p> <p>MDOT-ROADS TRAVEL-RIDESHARING (9609 9615 11228 - LIVE)</p> <p>MDOT-ROADS TRAVEL-RIGHT LINKS (9609 9615 39166 - LIVE)</p> <p>MDOT-ROADS TRAVEL-</p>	<p>MDOT-ROADS TRAVEL-SPOTLIGHT (9609 9615 11011 - LIVE)</p>
--	---	---

d) Navigate to a **Content Category**.

You can see the content in the category listed to the right.

The **Icon** in front of the **Title** indicates it is content.

- MDOT
- ROADS_TRAVEL
- ASSETS
- ADVISORIES
- SPOTLIGHT
- RELATED_LINKS
- MAPS
- RIDESHARING
- BICYCLING
- SAFETY

	Type	Title	Status	Date Saved	Author
<input type="checkbox"/>		Local names for state highways		May 19, 2009 8:18:31 AM EDT	vlad
<input type="checkbox"/>		Truck Operators' Map		May 18, 2009 2:39:25 PM EDT	vlad
<input type="checkbox"/>		City to City Distance/Time Calculator		May 18, 2009 2:32:46 AM EDT	vlad
<input type="checkbox"/>		Rest Areas/Welcome Centers		May 17, 2009 11:00:04 PM EDT	vlad
<input type="checkbox"/>		Maps		May 17, 2009 5:41:27 PM EDT	vlad

The type of icon tells you whether or not it is available to site areas besides the one you are currently browsing:

- Indicates content available only within the selected site area.
- Indicates content available to multiple site areas.

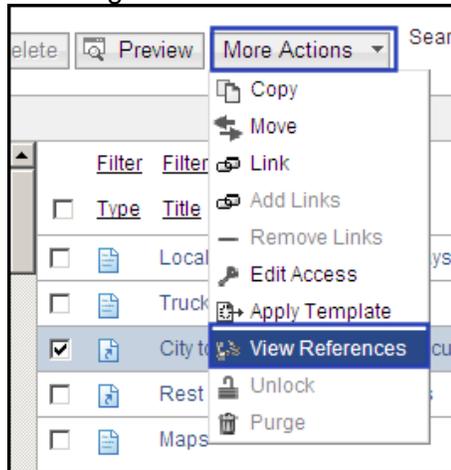
V1.0

Revision Date: July 27, 2009

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- You can discover what those other site areas are by checking the box next to the item



- Select More Action Button at the top
- Choose View References

Links Display Dialog

Select "Show Reference(s) to item" or "Show Reference(s) from item" to check item City to City Distance/Time Calculator(Content) references.
The number of retrieved references is: 2
The total number of references is: 2

Show:
Show references to item

Manage References

Other site areas besides the one you were browsing, this content is associated to.
This list only displays the end category - we cannot see the parent tree structure.

Type	Display Title	Context	Status	Library	Authors
	MAPS	Linked under this site area		emi portal content	vlad
	MOREINFO	Linked under this site area		emi portal content	vlad

Done

- Other site areas besides the one you were browsing are listed. This list only displays the end category – we cannot see the parent tree structure.

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In the **CMA** the same information would look like this:

Category Name: [MDOT-ROADS TRAVEL-MAPS \(LIVE\) \(WF\)](#)
[Edit](#) | [Add New Content](#) | [Add Child Category](#) | [Delete](#) | [Move Category](#) | [View Category Tree](#)

Up One Level [MDOT-ROADS TRAVEL](#)

Sub-Categories (none)

Associated Categories

ID	Category Name	Edit	Delete	Priority

Associated Content (Click Title to Preview, Edit to edit Content Item, Remove to delete the association)

Click **ID**, **Content Title**, or **Priority** to sort on that column. Standard Sort Display Records. [Display All](#)

Clicking on the same column twice reverses the sort.

Keep Existing Category Association (only applies to 'Move')

Move Delete Check All

ID	Content Title	Content Body	Status	Priority	Edit	Remove
214297	MDOT's 2009 Statewide Construction Map Now Available	<HTML TEXT>	LIVE	15	Edit	Remove
117192	Truck Operators Map	<HTML TEXT>	LIVE	50	Edit	Remove (Primary) <input type="checkbox"/>
60528	Rest Areas/Welcome Centers	<HTML TEXT>	LIVE	20	Edit	Remove (Primary) <input type="checkbox"/>
169814	Local Names for Michigan Highways	<HTML TEXT>	LIVE	30	Edit	Remove (Primary) <input type="checkbox"/>
67997	City to City Distance/Time Calculator	<HTML TEXT>	LIVE	40	Edit	Remove (Primary) <input type="checkbox"/>
25443	Maps	<HTML TEXT>	LIVE	10	Edit	Remove (Primary) <input type="checkbox"/>

(6 of 6 Total Records) [Display All](#)

Move Delete Check All

Keep Existing Category Association (only applies to 'Move')

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The place on the web where this content is displayed looks like this:

2. Browse by Title

Under **Content**, click the **By Title** section header. You will see a list of the content ordered alphanumerically by the **Display Title**.

Content		Type	Title	Status	Date Saved
<input type="checkbox"/>		Time span			May 19, 2009 2:06:54 AM EDT
<input type="checkbox"/>			\$1 Billion In Road Work Headed To West Mic...		May 18, 2009 10:14:13 AM EDT
<input type="checkbox"/>			\$1 Billion in Road & Bridge Improvements C...		May 18, 2009 6:18:39 AM EDT
<input type="checkbox"/>			\$1 billion in private investment will ride...		May 18, 2009 3:00:51 AM EDT
<input type="checkbox"/>			\$1.2 Billion in Road Projects Scheduled fo...		May 18, 2009 6:18:52 AM EDT
<input type="checkbox"/>			\$1.94 Billion for Michigan's Universities		May 19, 2009 11:24:30 PM EDT
<input type="checkbox"/>			\$14.2 Million Approved for Bus Replacement...		May 18, 2009 11:59:26 AM EDT
<input type="checkbox"/>			\$14.7 Million To Fuel Michigan Airport System		May 18, 2009 4:30:45 AM EDT
<input type="checkbox"/>			\$140 Million in Road And Bridge Work Heade...		May 18, 2009 1:56:18 AM EDT

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a) You can scroll through the list to find the one you want, or you can resort the list based on any of the columns by clicking on the column heading.

Filter	Filter	Filter	Filter	Sorted by Date Saved	Author
<input type="checkbox"/> Type	Title	Status	Date Saved ▾		
<input type="checkbox"/>	HTML Content Test		Jun 10, 2009 4:10:55 PM EDT		waiming
<input type="checkbox"/>	Link Content Test		Jun 10, 2009 4:10:20 PM EDT		waiming
<input type="checkbox"/>	ArticleTest		Jun 10, 2009 2:56:11 PM EDT		mdotsiteadmin1
<input type="checkbox"/>	How do you use the FAQ?		Jun 10, 2009 2:36:45 PM EDT		wps_admin
<input type="checkbox"/>	Test Link		Jun 10, 2009 10:22:59 AM EDT		waiming
<input type="checkbox"/>	Article Test for SOM		Jun 9, 2009 5:43:43 PM EDT		somauthor3
<input type="checkbox"/>	asdfs		Jun 9, 2009 5:41:47 PM EDT		wps_admin
<input type="checkbox"/>	Horse racing industry impacts Michigan		Jun 9, 2009 2:22:01 PM EDT		vlad
<input type="checkbox"/>	Who was "Good Roads" Earle?		Jun 9, 2009 1:08:44 PM EDT		christensend

b) You can also use any of the **Filter Links** to narrow the list.

- Example One: the **Date Saved Filter** was selected, and dates between **May 31, 2009** and **June 10, 2009** were selected.

Filter	Filter	Filter	Filter	Filter	
Select	Type	Title	Status	Date Saved	Author
Display: items between <input type="text" value="6/10/2009"/> <input type="text" value="04:51:14 PM"/>					
*Date: <input type="text" value="05/31/2009"/> *Time: <input type="text" value="00:00:00 AM"/>					
*End Date: <input type="text" value="05/31/2009"/> *End Time: <input type="text" value="00:00:00 AM"/>					
Date Saved Filter Selected					
<input type="button" value="OK"/> <input type="button" value="Cancel"/>					

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Results:

<input type="checkbox"/> <u>Type</u>	<u>Title</u>	<u>Status</u>	<u>Date Saved</u> ▼	<u>Author</u>
<input type="checkbox"/>	HTML Content Test	○ ● ○	Jun 10, 2009 4:10:55 PM EDT	waiming
<input type="checkbox"/>	Link Content Test	○ ● ○	Jun 10, 2009 4:10:20 PM EDT	waiming
<input type="checkbox"/>	ArticleTest	○ ● ○	Jun 10, 2009 2:56:11 PM EDT	mdotsiteadmin1
<input type="checkbox"/>	How do you use the FAQ?	○ ● ○	Jun 10, 2009 2:36:45 PM EDT	wps_admin
<input type="checkbox"/>	Test Link	○ ● ○	Jun 10, 2009 10:22:59 AM EDT	waiming
<input type="checkbox"/>	Article Test for SOM	○ ● ○	Jun 9, 2009 5:43:43 PM EDT	somauthor3
<input type="checkbox"/>	asdfsf	○ ● ○	Jun 9, 2009 5:41:47 PM EDT	wps_admin
<input type="checkbox"/>	Horse racing industry impacts Michigan	○ ● ○	Jun 9, 2009 2:22:01 PM EDT	vlad
<input type="checkbox"/>	Who was "Good Roads" Earle?	○ ● ○	Jun 9, 2009 1:08:44 PM EDT	christensend
<input type="checkbox"/>	Test Policy WML 2	○ ● ○	Jun 8, 2009 11:29:02 PM EDT	waiming
<input type="checkbox"/>	Move Article Test	○ ● ○	Jun 8, 2009 10:56:19 PM EDT	mdasiteadmin1

- Example Two: An additional filter is added on the Title Field.

Results:

<input type="checkbox"/> <u>Type</u>	<u>Title</u>	<u>Status</u>	<u>Date Saved</u> ▼	<u>Author</u>
<input type="checkbox"/>	Debbie's Bid: Bid No.: ABDE1346131723426XWA	○ ● ○	Jun 4, 2009 2:29:17 AM EDT	christensend
<input type="checkbox"/>	Debbie's PDF file for test	○ ● ○	Jun 3, 2009 3:58:27 PM EDT	christensend
<input type="checkbox"/>	Debbie's Blog about this whole test process	○ ● ○	Jun 3, 2009 1:18:54 PM EDT	christensend
<input type="checkbox"/>	Debbie's Test Event	○ ● ○	Jun 2, 2009 5:01:23 PM EDT	christensend
<input type="checkbox"/>	Debbie's Contact Test	○ ● ○	Jun 2, 2009 11:28:47 AM EDT	christensend

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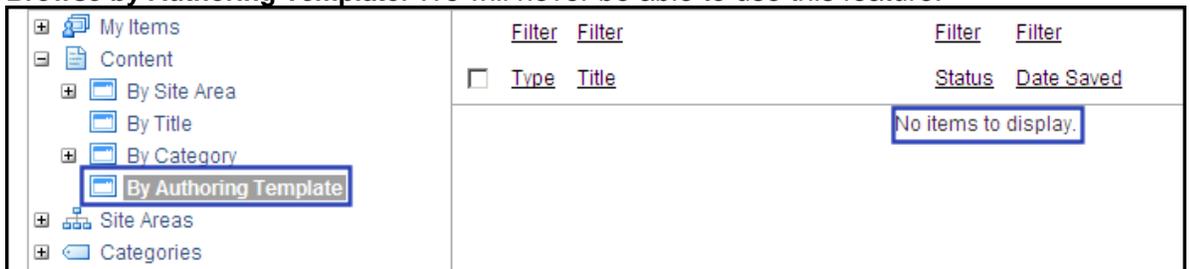
3. Browse by **Category**

Categories are NOT used currently in this system at this time. Look for it in later training in 2010.



4. Browse by **Authoring Template**

Because of the way our system is configured, we cannot find content using the **Browse by Authoring Template**. We will never be able to use this feature.

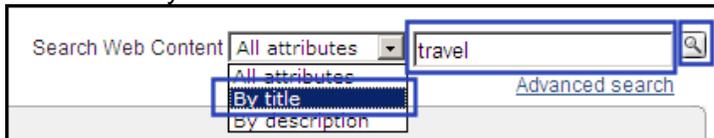


5. Search

The Search feature in the upper right corner affords us another way to locate content.



You can do a quick search on the Title or Description fields right from the home screen at any time.



- Select the desired area to search for the drop-down (you can select **All attributes**)
- Enter your **search** term
- Click the **Search** button.

You can also you **Advanced Search** to further enhance and limit your search.

- Click **Advanced search**



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Advanced Search

Search in:

Item type:

Search for: [Add an entry](#)

Filter search results by:
Person: [Add an entry](#)
Date: [Add an entry](#)
Other Fields: [Add an entry](#)

e) To complete this screen, you will **Search in:**

(1) Selected Library

Search in:

(2) Emi portal content Library

Search in:

Item type:

(3) Item Type will be Content

Item type:

Filter search results by:

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(4) **Status** will be as you desire

Item type:
Content All types Published and expired
Published and expired
Draft
Pending Approval
Deleted

(5) The **Search for:** area is required. You can complete it to fit your needs.

Search for: [Add an entry](#)
Title With any of these words travel
All attributes
Title
Description
Keyword

Search for: [Add an entry](#)
Title With any of these words travel
With any of these words
With all of these words
With this exact phrase
With none of these words

(6) You can add additional entries as needed.

Search for: [Add an entry](#)
Title With any of these words travel x
Keyword With any of these words michigan x

(7) You can add **Filters** to your results

Filter search results by:
Person: [Add an entry](#)
Date: [Add an entry](#)
Other Fields: [Add an entry](#)

(8) You can **Filter by Person** (Author/Owner)

Person: [Add an entry](#)
Any of the following Author Select Users x
All of the following christensend X martine X
Any of the following

(9) You can **Filter by Date**

Date: [Add an entry](#)
Created within 0 hour(s) x
Created
Last modified
Published
Expired

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Date: [Add an entry](#)

Last modified 0 hour(s) x

Other Fields: [Add an entry](#)

Search X Close

within
after
before
between
today

Date: [Add an entry](#)

Last modified 2 hour(s) x

Other Fields: [Add an entry](#)

Search X Close

hour(s)
day(s)
week(s)
month(s)
year(s)

(10) You can **Filter** by **Other Fields**

Other Fields: [Add an entry](#)

Authoring Template Select x

Authoring Template
Workflow
Workflow Stage
Category

Search X Close

(11) **All Filters** set

Filter search results by:

Person: [Add an entry](#)

Any of the following Select Users x
christensend x martine x

Date: [Add an entry](#)

Last modified 2 week(s) x

Other Fields: [Add an entry](#)

Authoring Template Select x

Article
Contact
Document / Asset
Event
Generic HTML
Generic Rich Text
Link
Press Release

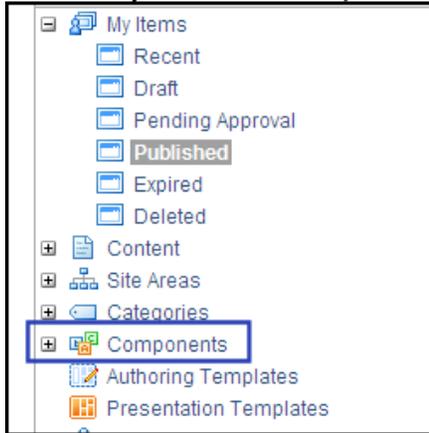
(12) Click the **Search** button.

Search

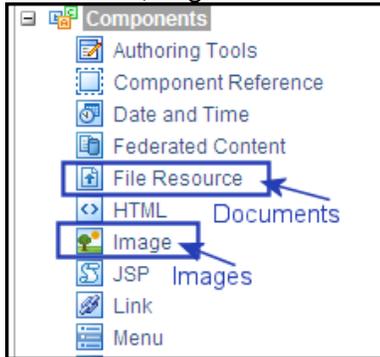
WCM Authoring Content Reference Guide

D. Components

All **Images** and those **Documents** that were migrated are not housed in the **Content** area. They are in the **Components** area.

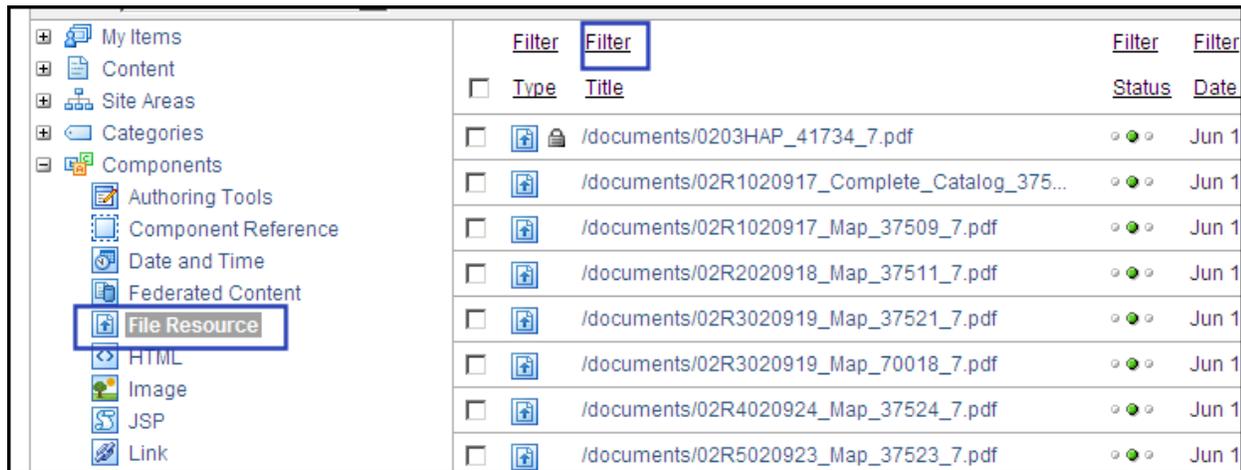


Migrated Documents (PDF, DOC, JSP, HTML, etc.) will be found under **File Resources**, migrated and new **Images** will be found under **Images**.



1. Documents & Other File Resources

- a) Click on **File Resources** to view the list of **Documents**.



WCM Authoring Content Reference Guide

b) To locate a particular document you can use the **Filter** feature.

Library: emi portal content

	Filter	Type	Title	Status	Date Sav
<input type="checkbox"/>	<input checked="" type="checkbox"/> mdot				
<input type="checkbox"/>			/documents/dnr/LtrtoEmersonMTavishRETransa...		Jun 16, 2
<input type="checkbox"/>			/documents/som/MDOT_232572_7.pdf		Jun 15, 2
<input type="checkbox"/>			05-3501_MDOT-Trans-Comm-MtgNotice-05-26-05...		Jun 14, 2
<input type="checkbox"/>			08-15219_MDOT_Research_Spotlight_Concrete_...		Jun 15, 2
<input type="checkbox"/>			08-15219_MDOT_Research_Spotlight_DLLMS_web...		Jun 15, 2
<input type="checkbox"/>			08-15219_MDOT_Research_Spotlight_ECC_Link_...		Jun 15, 2
<input type="checkbox"/>			08-16623_MDOT_11_Concluding_Remarks_Calvin...		Jun 15, 2
<input type="checkbox"/>			08-16663_MDOT-Asset-Mgmt-Council-AEMtgAgen...		Jun 15, 2
<input type="checkbox"/>			08-16664_MDOT-Asset-Mgmt-Council-RegMtgAge...		Jun 15, 2
<input type="checkbox"/>			09-18770_MDOT-Asset-Mgmt-Council-AEMtgMinu...		Jun 15, 2
<input type="checkbox"/>			09-18770_MDOT-Asset-Mgmt-Council-DataMtgMi...		Jun 15, 2
<input type="checkbox"/>			09-18770_MDOT-Asset-Mgmt-Council-RegMtgMin...		Jun 15, 2

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You can refine the filter or you can filter by ID Number.

<input type="checkbox"/> Filter	<input checked="" type="checkbox"/> MDOT-map	Filter	Filter
<input type="checkbox"/> Type	Title	Status	Date Saved
<input type="checkbox"/>	MDOT-Map-City-Legend_61825_7.pdf		Jun 14, 2009
<input type="checkbox"/>	MDOT-Map-Michigan10_61646_7.pdf		Jun 14, 2009
<input type="checkbox"/>	MDOT-Map-Michigan11_61647_7.pdf		Jun 14, 2009
<input type="checkbox"/>	MDOT-Map-Michigan12_61648_7.pdf		Jun 14, 2009
<input type="checkbox"/>	MDOT-Map-Michigan13_61649_7.pdf		Jun 14, 2009
<input type="checkbox"/>	MDOT-Map-Michigan14_61650_7.pdf		Jun 14, 2009
<input type="checkbox"/>	MDOT-Map-Michigan15_61651_7.pdf		Jun 14, 2009
<input type="checkbox"/>	MDOT-Map-Michigan16_61652_7.pdf		Jun 14, 2009
<input type="checkbox"/>	MDOT-Map-Michigan1_61508_7.pdf		Jun 14, 2009
<input type="checkbox"/>	MDOT-Map-Michigan2_61624_7.pdf		Jun 14, 2009
<input type="checkbox"/>	MDOT-Map-Michigan3_61628_7.pdf		Jun 14, 2009

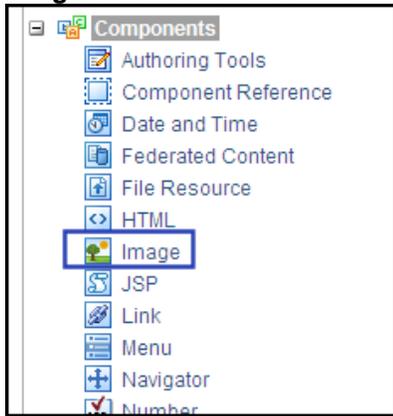
c) Once you locate the desired document, check the box and select **Edit**, it will open in **Edit** mode.

The screenshot shows a web content editor interface. At the top, there is a toolbar with several tabs: 'Web Content', '(Untitled) X', '(Untitled) X', and 'MDOT-Map-Michigan1_615... X'. Below the toolbar are buttons for 'Close', 'Save', 'Save...', and 'Preview'. The main area of the editor displays a tree view with the following categories: 'Identification', 'File Resource Element', 'Access', and 'History'. Below the tree view, there is a note: '* Required Fields.' At the bottom of the editor, there are buttons for 'Close', 'Save', 'Save...', and 'Preview'.

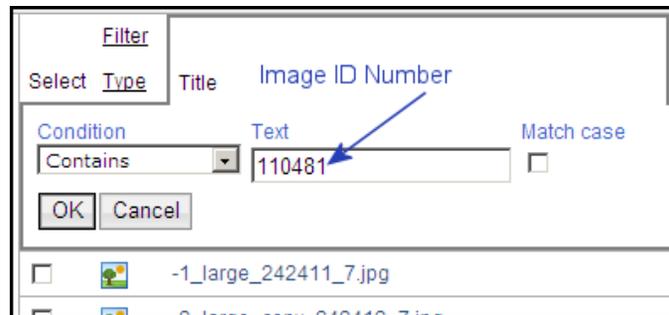
WCM Authoring Content Reference Guide

2. Images

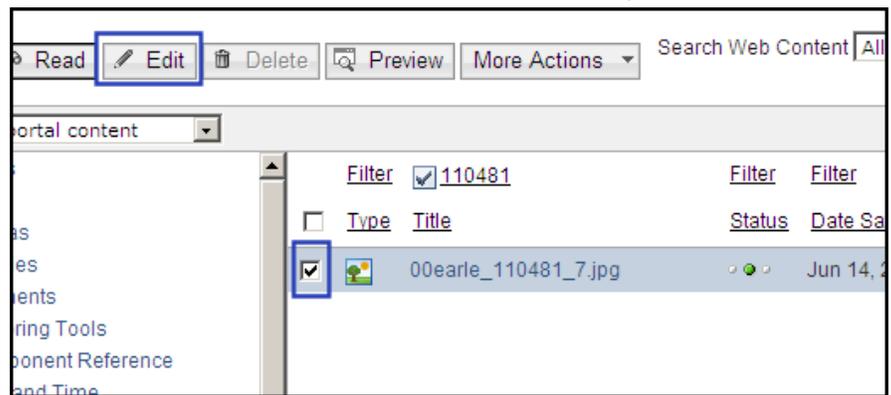
Images are found under the **Images** area of **Components**.



a) You can **Filter Images** much like **File Resources**



b) Once found, check the **box** and **edit** the image.



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E. Expire/Delete Existing Content

1. Delete Content

Deletion of content can be done based on user permissions.

Site Administrators are able to delete content from the sites they administer in any stage of workflow:

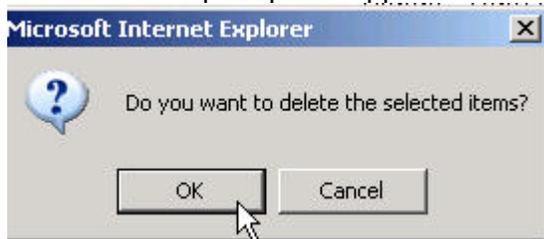
- Draft
- Approval (not all sites will have an Approval stage)
- Published
- Expired (not all content will be expired)

Content Authors are able to delete content from the site areas they have access to in the following stages of workflow:

- Draft
- Expired

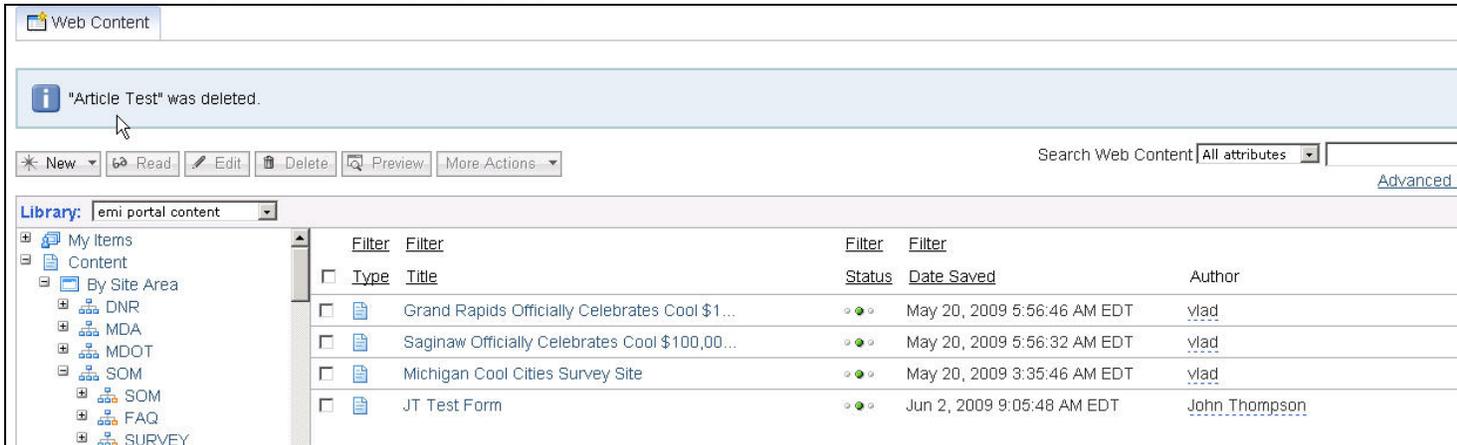


A confirmation prompt will appear.



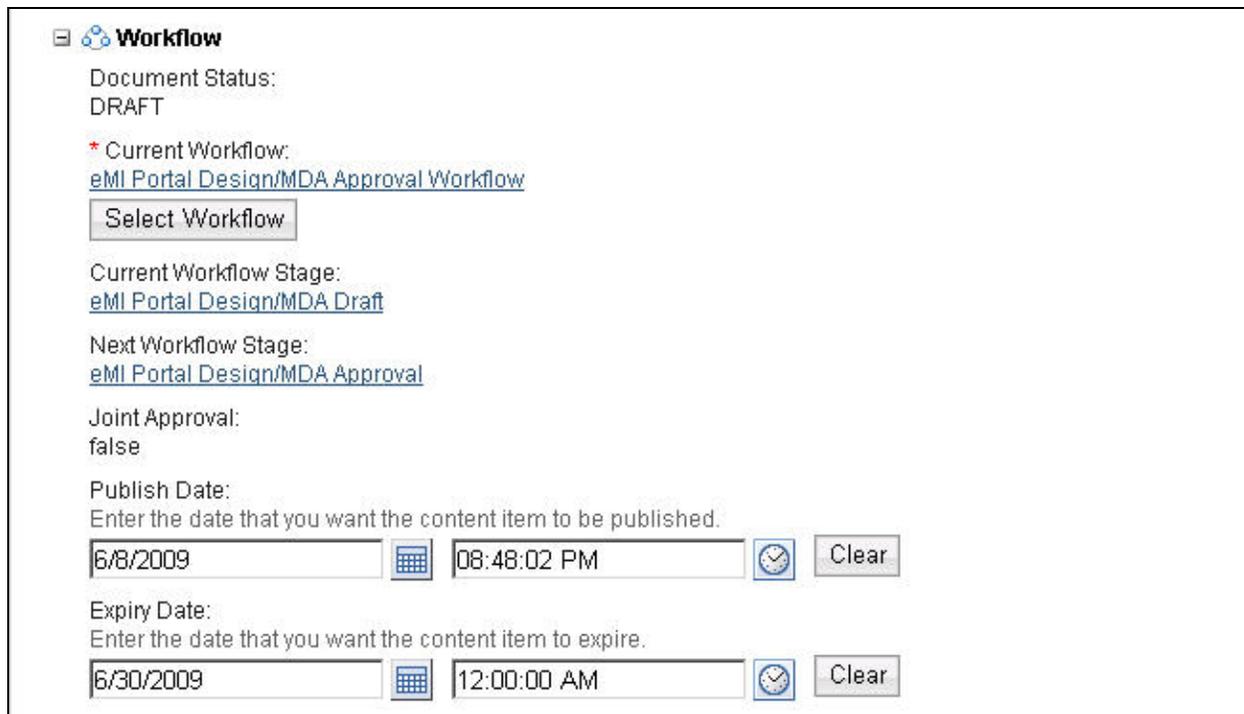
WCM Authoring Content Reference Guide

When “OK” is selected, a delete confirmation will appear. Selecting “Cancel” will return the user to the screen.



2. Expire Content in Workflow

Content Authors and Site Administrators can plan for content to expire by setting an “Expiry Date” in the Workflow section. The Expiry Date can be set during content creation, or whenever content is edited.



When an **Expiry Date** is in place, the **Workflow** will generate an email message to the author prior to the date as a reminder that the item is about to expire. The author can check out the content to decide if the expiration should proceed or change or remove the **Expiry Date** or the author can simply ignore the message and let the expiration proceed as scheduled.

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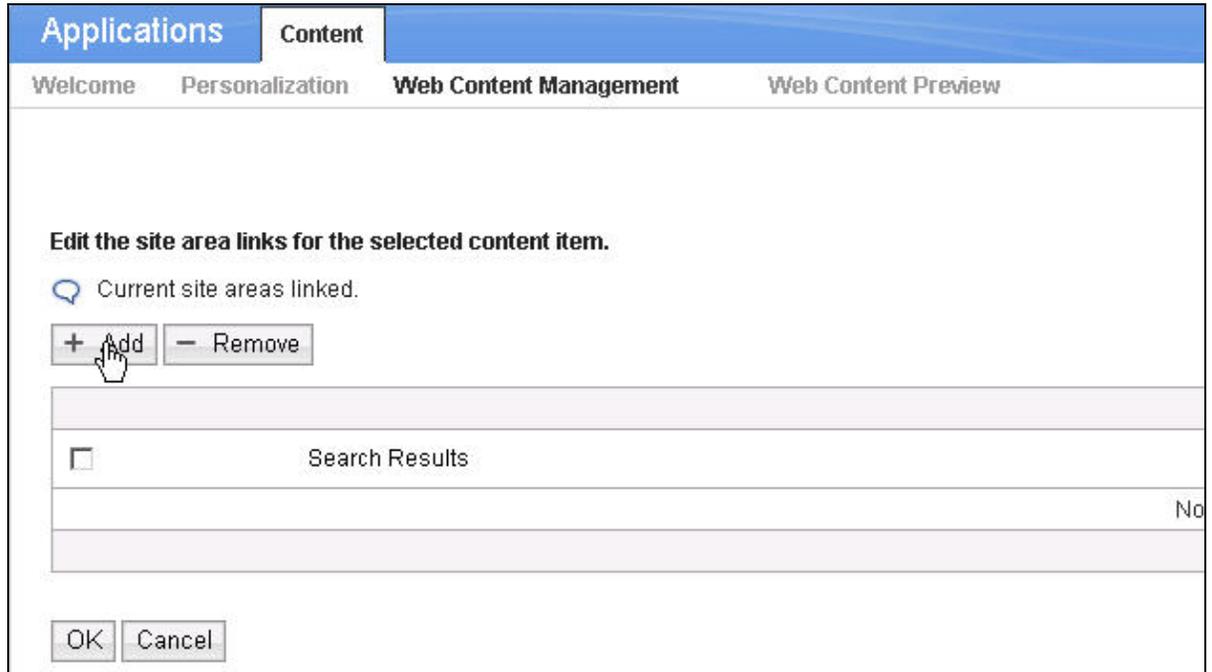
F. Move and Associate Existing Content

1. Share Content

Existing content can be linked to other site areas. After selecting an existing content, select the **“More Actions”** dropdown and select **“Link”**.

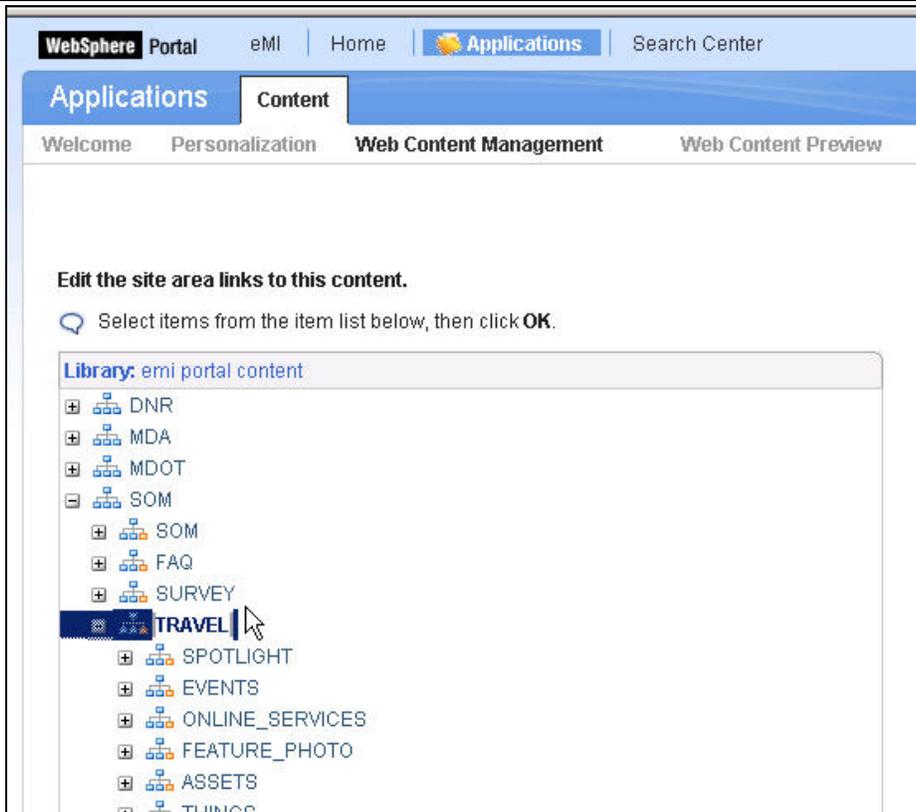


Select **“Add”** to add site areas.



Select the **site area** to link the content.

WCM Authoring Content Reference Guide

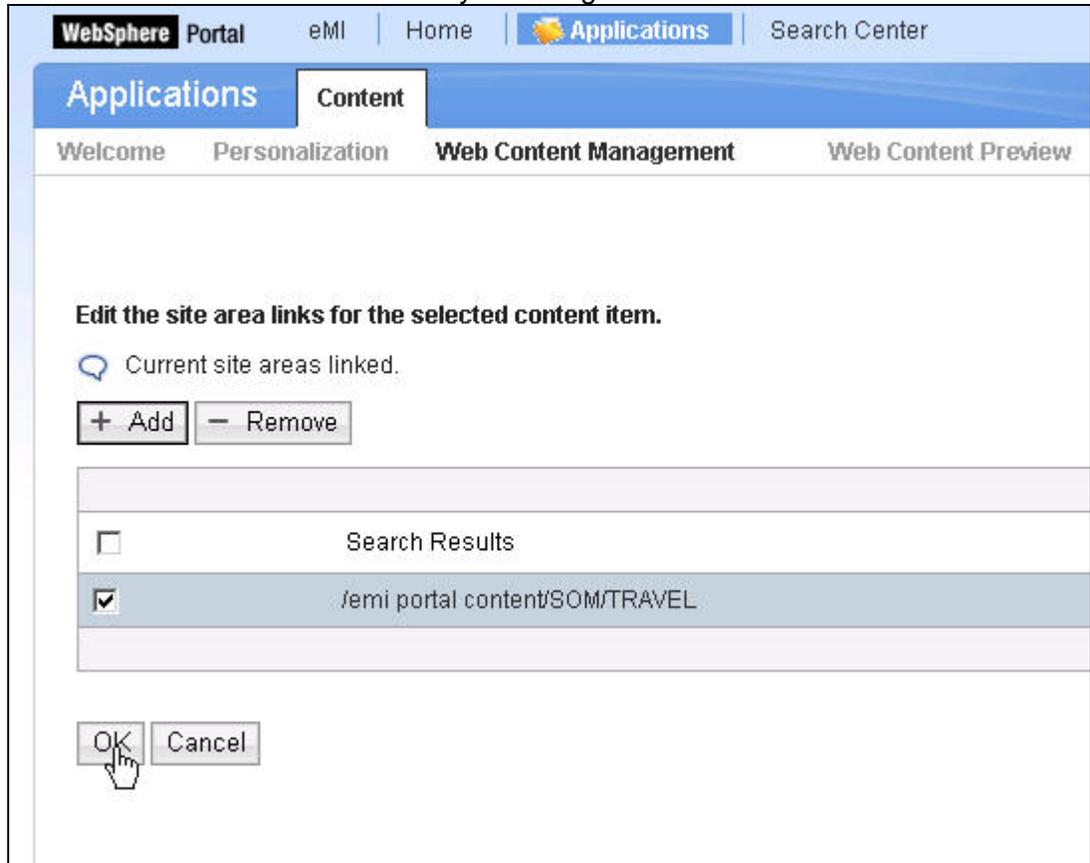


Select the location of the new link in the selected site area and select the "OK" button.

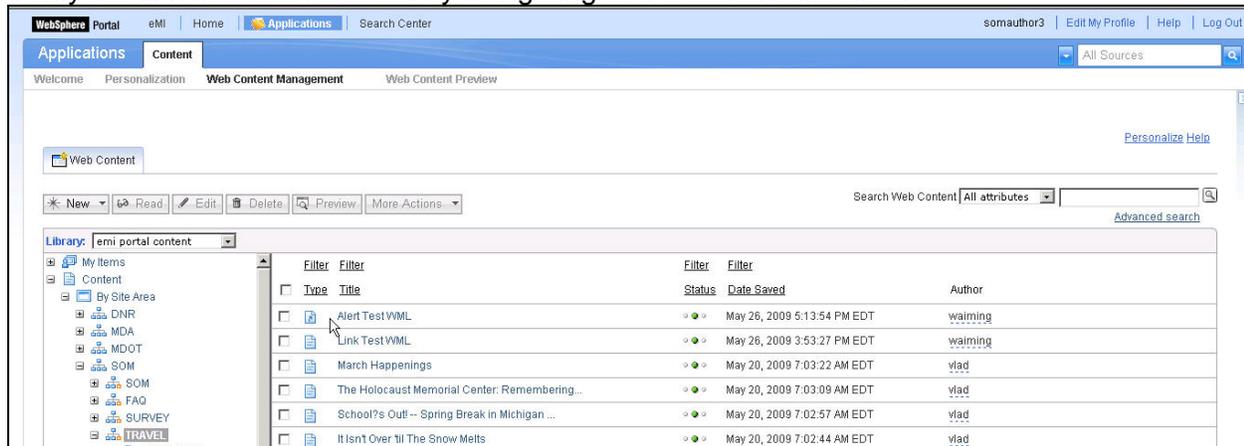


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Confirm the desired site area link by selecting the location and the “OK” button.



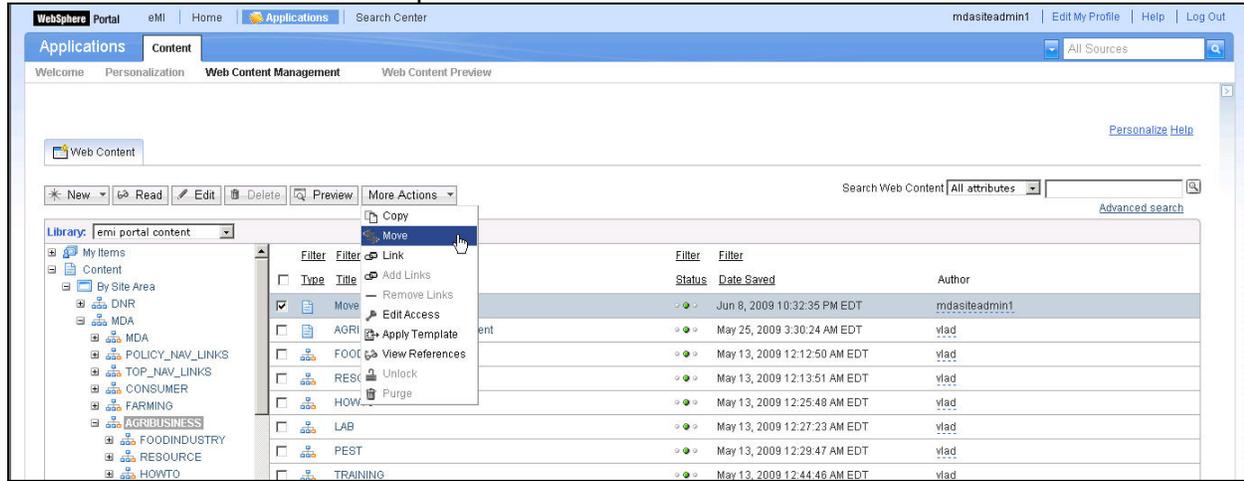
Verify the link has been created by navigating to the content site area.



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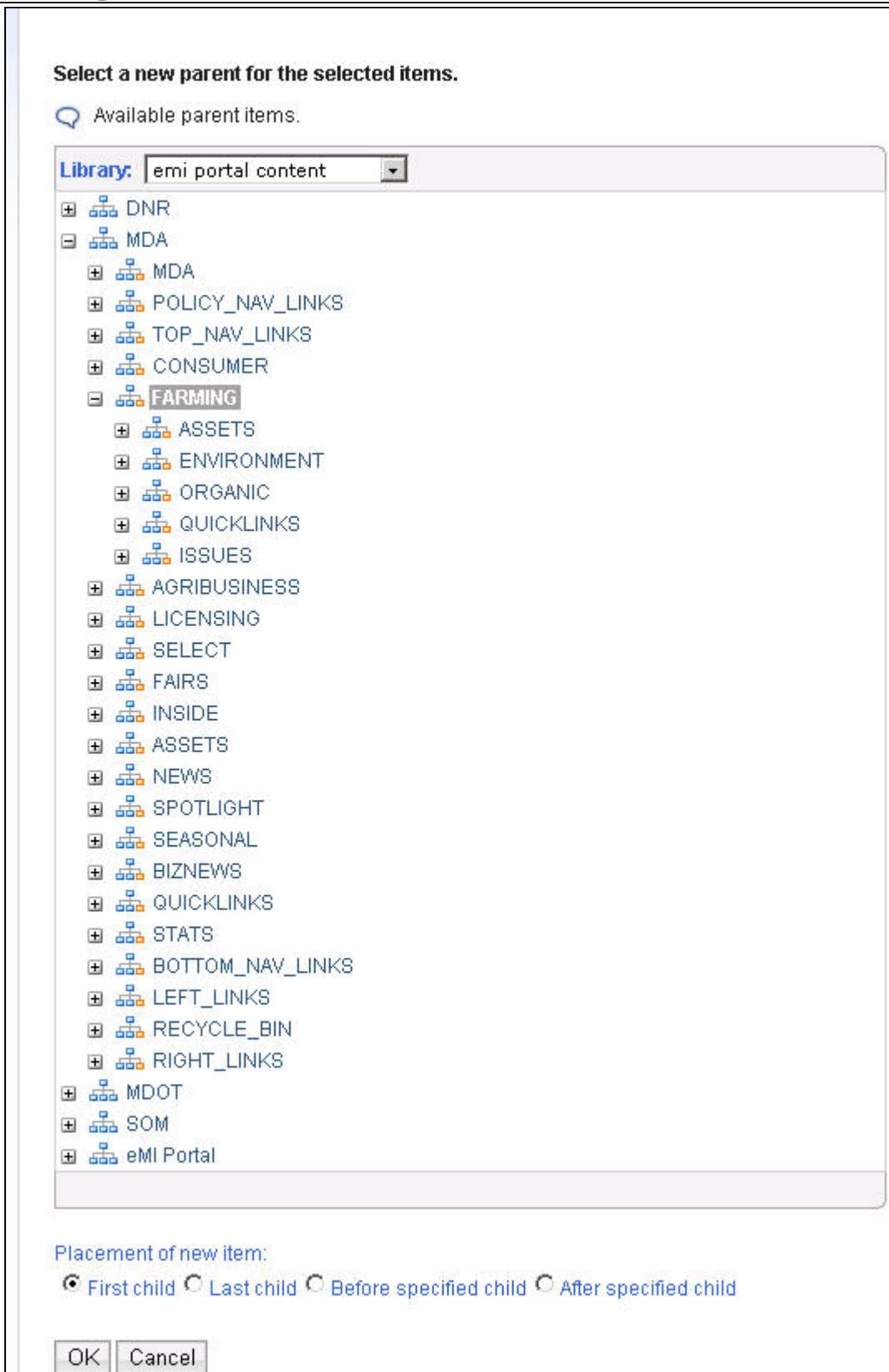
2. Move Content to new Site Area

Existing content can be moved to a new site area. Select the content to be moved, and then the **“More Actions”** dropdown and choose **“Move”**.



Choose the **site area destination** of the selected content and placement in the new site area (**First child, Last child, Before selected child, After selected child**) and select **“OK”**.

WCM Authoring Content Reference Guide

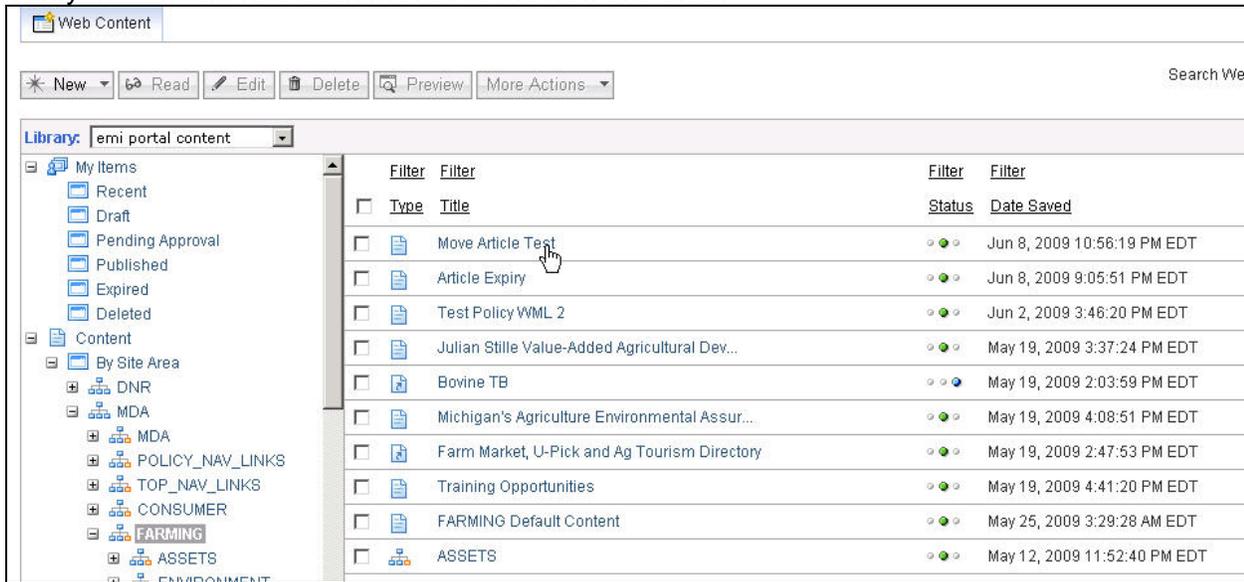


A Move confirmation is displayed.

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Verify the content has been moved to the new site area.



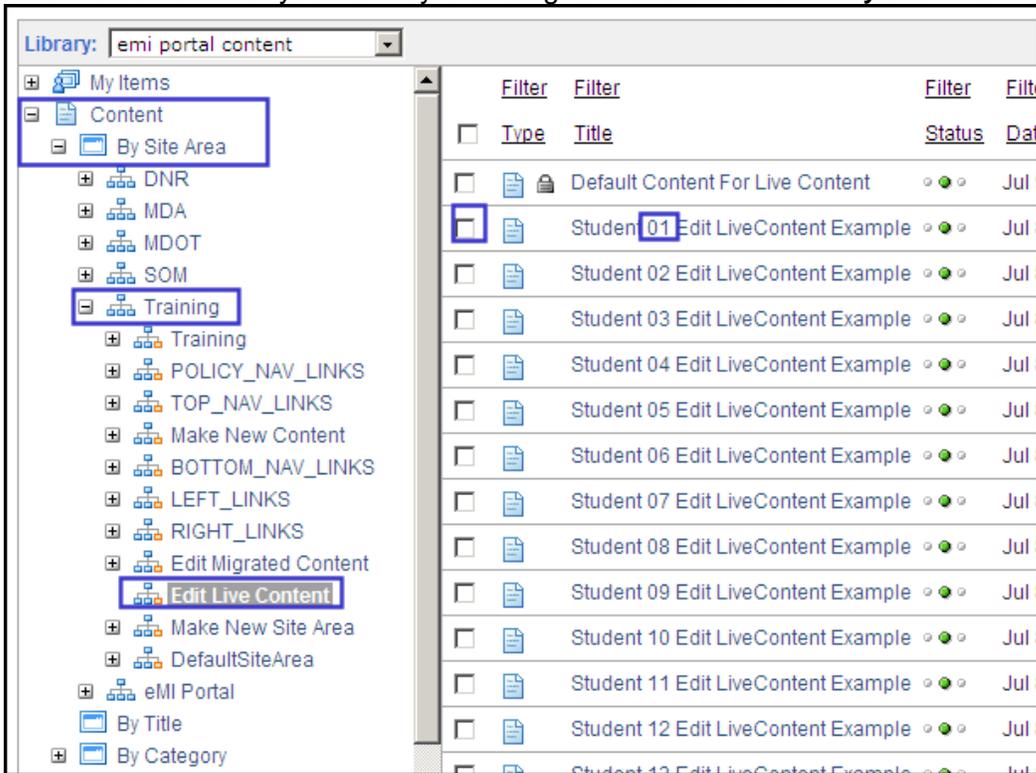
II. Editing Live Content

When editing content that is already Published (live), including when you want to Expire it, it will have to go back through various workflow states and stages again. Currently in the CMA content that is live and is edited goes live after saving immediately at the next cache clear. In the future, there will have to be Workflow considerations.

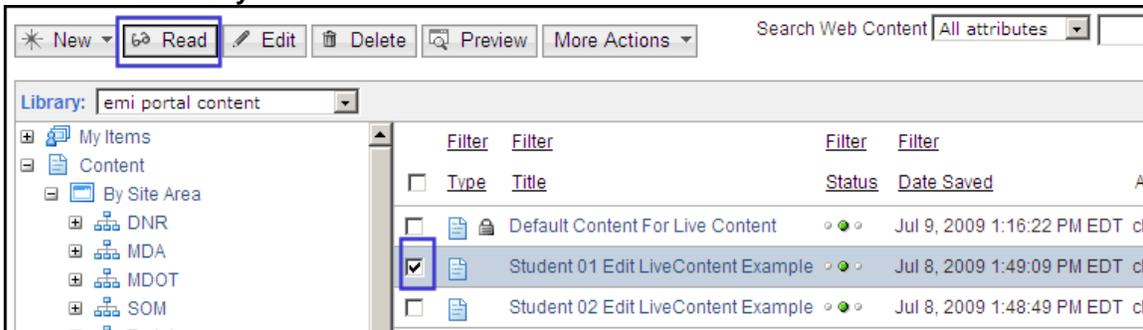
Because of the Workflow considerations on editing live content, there are some further issues regarding In-Context Previewing of your edited content. When you are editing content that is currently Live, you must make a version of it to leave Published and a Draft version to edit.

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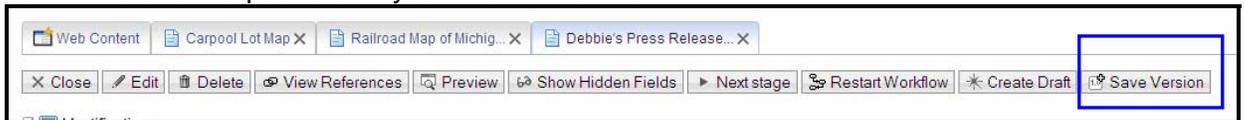
1. Find the content that you want by browsing to in under **Content > By Site Area**.



2. Click on the title to open the document in **Read Only**, or select the document as shown and click the **Read Only** button.



3. Click **Save Version**. A version of the current published content must be saved before editing a **Draft**. This saved version of the content will remain in **Published** status and stage, and will be visible to the public until you **Publish** the **Draft**.



4. Will see that the **Version** was saved, and there will be a **Versions** button. Clicking on the **Versions** button will show the version that was just saved. Click **Done** to return to the content.

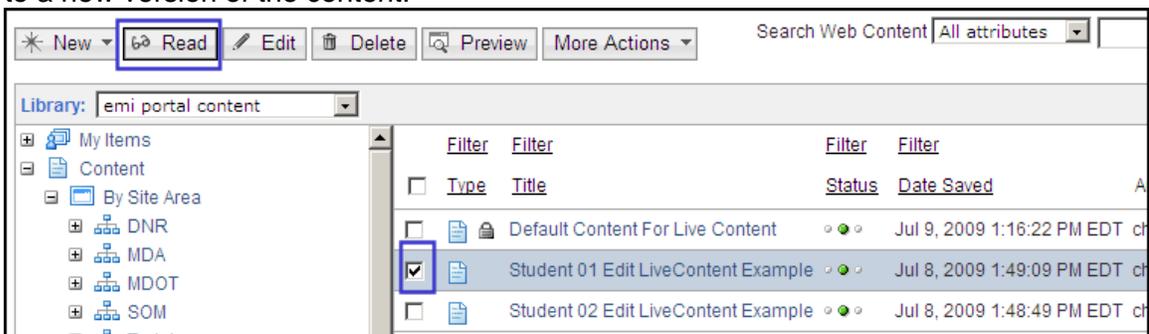
WCM Authoring Content Reference Guide



5. Click **Create Draft**



6. Will see a confirmation that the **Draft** version has been created and the status icon has changed. The original version is still visible to the public now the author can make changes to a new version of the content.

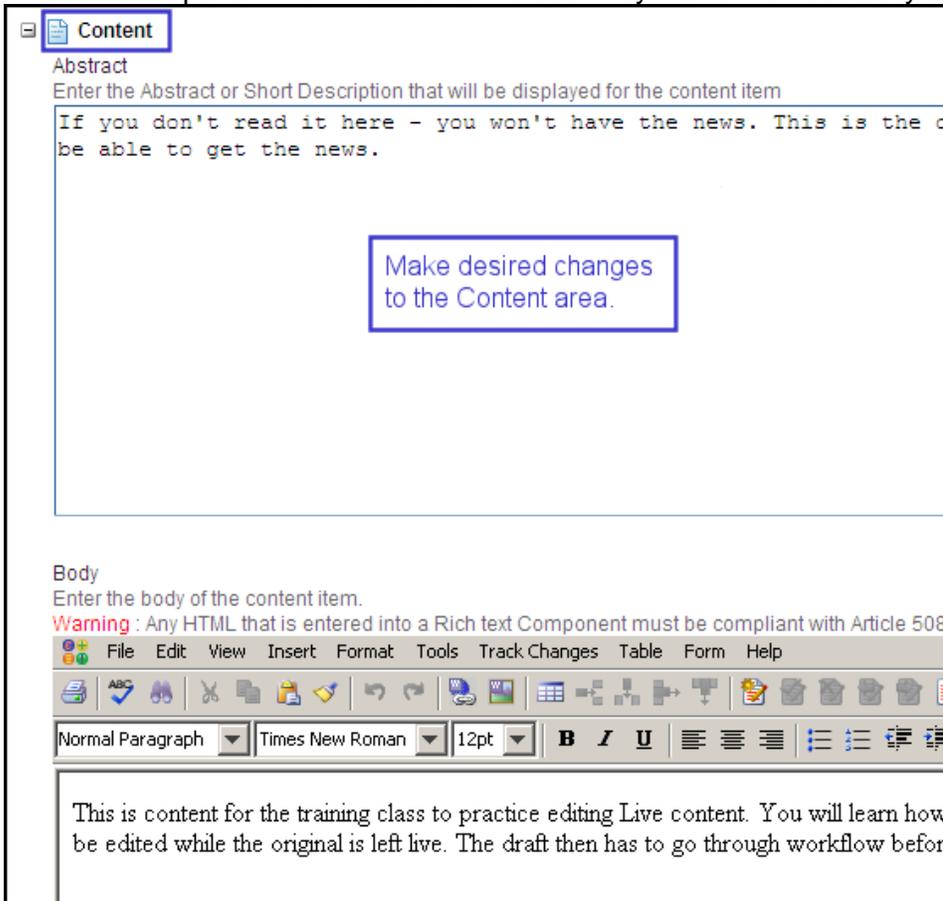


7. Click **Edit**.



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8. The content opens in **Edit** mode and the user may make the necessary changes to it.



NOTE: This includes inserting or changing an EXPIRATION DATE!

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9. Note the **Workflow** information. The document is in the **Draft** status, and the **Draft** stage.

Workflow

Document Status:
DRAFT

* Current Workflow:
[eMI Portal Design/Training Publish Workflow](#)

Select Workflow

Current Workflow Stage:
[eMI Portal Design/Training Draft Stage](#)

Next Workflow Stage:
[eMI Portal Design/Training Publish Stage](#)

Joint Approval:
false

Publish Date:
Enter the date that you want the content item to be published.

6/2/2009 05:16:37 PM Clear

Expiry Date:
Enter the date that you want the content item to expire.

Clear

10. You may need to change the **Workflow** if a different workflow than the current one is needed to approve **Edited Content**.

Workflow

Document Status:
DRAFT

* Current Workflow:
[eMI Portal Design/Training Publish Workflow](#)

Select Workflow

Current Workflow Stage:
[eMI Portal Design/Training Draft Stage](#)

Next Workflow Stage:
[eMI Portal Design/Training Publish Stage](#)

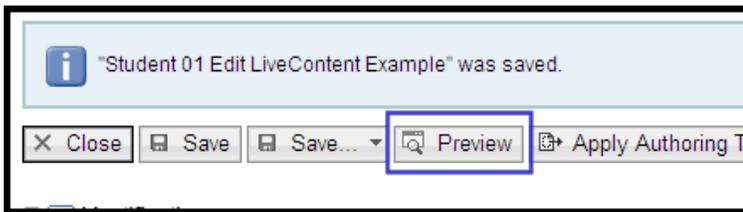
Click to choose a different workflow if needed for edited or updated content.

11. Can click **Save** to view the content in **Production Preview** or **Save and Approve** to begin the workflow process that will publish the content to **Production**

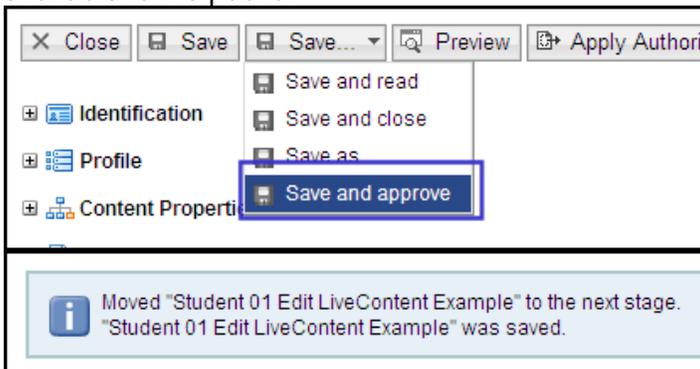
Close Save Save... Preview Apply Authorin

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12. After the content is saved, it will still show **Draft** as the status. And you will not be able to **Preview** it in **Production Preview**. You will only be able to do a **Body Preview** here in **WCM**.



13. When it is **Approved** and workflow is complete (if there are Approval stages necessary for edited content) it will show both **Published Status** and the **Publish Stage** and it will be available to the public.



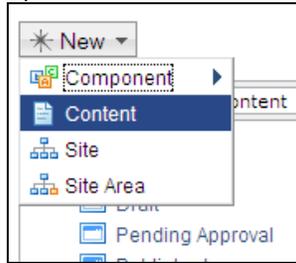
III. Creating Content

A. Choose Content Authoring Template

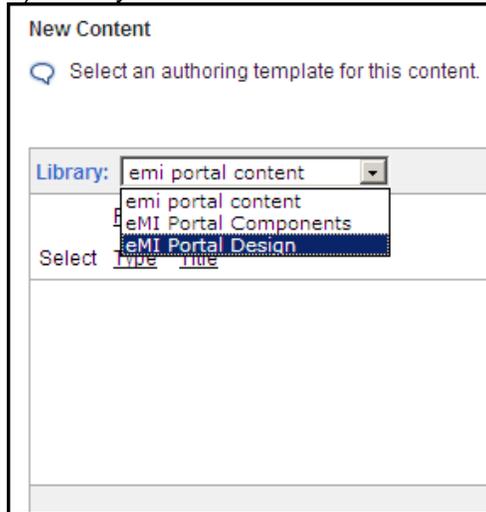
See Handout: **Authoring Templates Defined**

1. Start New Content

- a) Click the **New** button and select **Content**



- b) Verify or switch to the **emi Portal Design** library.



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c) From the results screen look for the authoring template desired.

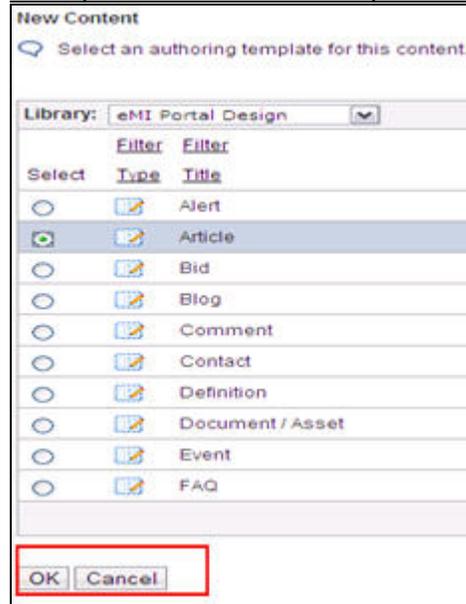
Library: eMI Portal Design				
Select	Type	Title	Status	Date Saved
<input type="radio"/>		Alert		Jun 16, 2009 2:39:42 AM ED
<input type="radio"/>		Article		Jun 16, 2009 2:27:03 AM ED
<input type="radio"/>		Bid		Jun 16, 2009 1:59:59 AM ED
<input type="radio"/>		Blog		Jun 16, 2009 1:35:03 AM ED
<input type="radio"/>		Comment		Jun 10, 2009 1:37:31 AM ED
<input type="radio"/>		Contact		Jun 10, 2009 1:31:39 AM ED
<input type="radio"/>		Definition		Jun 16, 2009 1:13:23 AM ED
<input type="radio"/>		Document / Asset		Jun 16, 2009 6:18:32 PM ED
<input type="radio"/>		Event		Jun 16, 2009 9:27:00 AM ED
<input type="radio"/>		FAQ		Jun 16, 2009 9:12:38 AM ED

d) If the authoring template is not listed on the first screen:
Click the **Page** arrow to go to the next page of authoring templates, or enter the page number in the **Go to Page** to go directly to the page the authoring template is on.

	Jun 16, 2009 6:18:32 PM EDT	Kerry Boyce
	Jun 16, 2009 9:27:00 AM EDT	Phil McMullin
	Jun 16, 2009 9:12:38 AM EDT	Kerry Boyce
Page 1 Go to Page: <input type="text"/>		

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e) Select the authoring template to enter content in.
In the example below **Article** has been selected, and click **OK** or click **Cancel** to stop the content creation process and return to the main **WCM** screen.



Once **OK** has been selected the authoring template will open and content can be entered.

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B. Common Authoring Template Sections

The following sections are in each of the **Authoring Templates**. These template sections will be described once here, because they have the exact same fields across all templates. Subsequently they will not be under each of the **Authoring Template** individual sections.

1. Identification Section

Identification

*** Name:**
*** Required Fields.**
Enter the URL Safe Name for the Content Template. This Name must not have any the following characters &<>?^"%"

Display title:
Enter the Title of the Content Template that is to be displayed to the User.

Description:
Enter the Title of the Content Template that is to be displayed to the User.

Type:
Content

Library:
eMI Portal Design

Authors:

dmbauthor3

Owners:

dmbauthor3

- a) *** Name (required)** – enter the name that will be used to identify the content item internally in ILWCM. This name will be used as part of the URL that points to this content item. The following characters cannot be used in Name field: &<>?^"%"

*** Name:**
*** Required Fields.**
Enter the URL Safe Name for the Content Template. This Name must not have any the following characters &<>?^"%"

- b) **Display title** – enter a title that will identify the content item for use in ILWCM. This display title will be what the users see when searching for the content item in ILWCM. This title is not displayed anywhere external to the ILWCM environment. This display title must be 100 characters or less

Display title:
Enter the Title of the Content Template that is to be displayed to the User.

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c) Description – enter some descriptive text that will identify the content item. This depiction should be specific to the content item that will be created using this form. This description is not displayed anywhere external to the ILWCM environment.

Description:
Enter the Title of the Content Template that is to be displayed to the User.

d) Type – read only. The type is content, because this is the form that content is to be entered.

Type:
Content

e) Library – read only. The library is where the content is being created.

Library:
eMI Portal Design

f) Authors – this field is defaulted to the name of the person that opened up the new authoring template. It is assumed this will be the person(s) inputting the content. This field can be edited to select one, or more authors, and/or groups.

Authors:
Select Authors ▾
wps admin ×
[all users] ×
[all authenticated portal users] ×

(1) To Remove an author or group(s):

Click the x next to the author or group to be removed

Authors:
Select Authors ▾
wps admin ×
[all users] ×
nolara ×

(2) To Add an individual author or a group of authors:

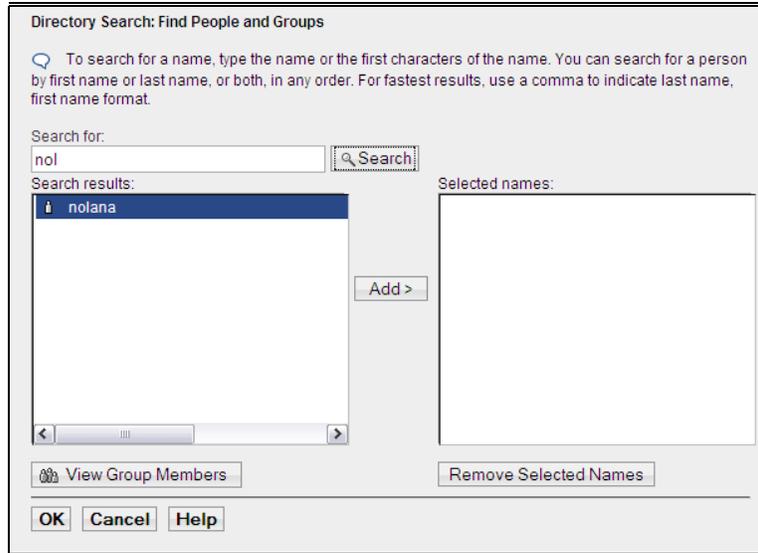
(a) Click 'Select Authors'

Select Authors

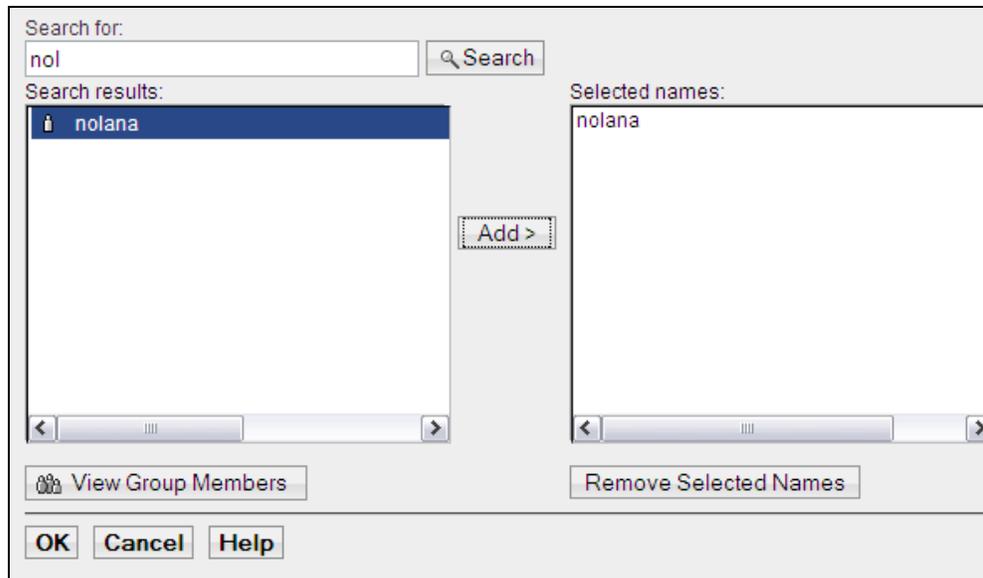
(b) To add an author enter the first few characters of the author or group desired in the search box and click

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'Search'



(c) Once you see the author or group you would like to add in the Search results click the 'Add' button, and the user/group will be moved over to the Selected names area.



(d) Click 'Ok'

(e) The Authors field should now contain the author or group(s) added.



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g) Owners - this field is defaulted to name of the person, and/or group within the business unit who owns the content. This field can be edited to select one, or more groups.



Owners:
Select Owners ▼
wps admin X

2. Profile Section



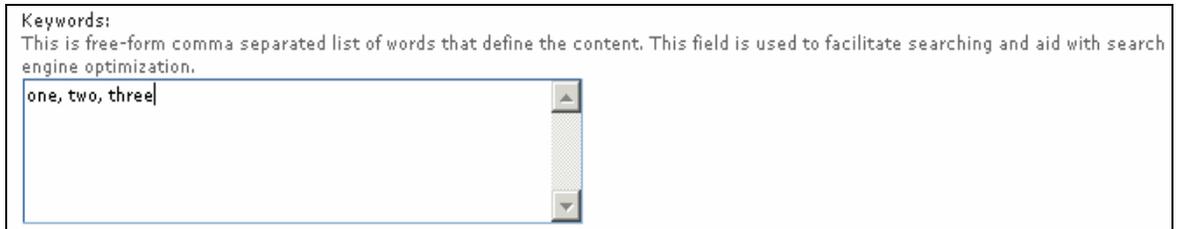
Profile

Categories: **Not Currently Used**
Choose a category for the content item.
None
Select Categories

Keywords:
Enter keywords for the content item.
roads, highway commissioner, road construction, war on mud,
bicycle, wagon, michigan

a) Categories - this functionality is not being used at this time please ignore. This was not hidden, because the State of Michigan may wish to use this feature in the future.

b) Keywords – enter the keywords that define the content. When entering more than one keyword separate them by a comma. The keywords entered will be used when content is being searched on. You should add keywords that are related to the content, but aren't necessarily in the content. For example, if your content is about Mackinac Island you can enter keywords related to that: mackinac, island, lilac, festival.



Keywords:
This is free-form comma separated list of words that define the content. This field is used to facilitate searching and aid with search engine optimization.
one, two, three

3. Content Properties Section



Content Properties

Authoring Template:
[eMI Portal Design/Alert](#)

a) Authoring Template - describes what authoring template is being used to create the content

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4. Workflow Section

 Workflow

Document Status:
None

* Current Workflow:
None

Current Workflow Stage:
None

Next Workflow Stage:
None

Publish Date:

Expiry Date:

General Date One:

General Date Two:

Additional Viewers When Published:

None

ACTIONS:
None

a) Document Status (read only) – this field shows what the current status the document is in. The status can be Draft, Published, Expired, and Locked

Document Status:
DRAFT

b) * Current Workflow (required) – there are different workflows that can be chosen for a document to go through. Depending on how each agency is setup authors may have access to one or two different workflows. This is where the workflow is selected.

c) Click the 'Select Workflow' button.

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d) Verify the library is eMI Portal Design. Select the desired workflow from the results screen and click 'OK,' or 'Cancel' to stop the process. Depending on the user's access level they may not see all of the workflows listed here.

Library: eMI Portal Design		
Filter Filter		
Select	Type	Title
<input type="radio"/>		DELEG Admin Workflow
<input type="radio"/>		DMB Admin Workflow
<input type="radio"/>		DMB_Agency_Services Approval Workflow
<input type="radio"/>		DMB_Design_and_Construction Workflow
<input type="radio"/>		DMB_Facility_Mgmt Approval Workflow
<input type="radio"/>		DMB_Financial_Services Approval Workflow
<input type="radio"/>		DMB_Organization Publish Approval Workflow
<input type="radio"/>		DNR Admin Workflow
<input type="radio"/>		DNR Approval Workflow
<input type="radio"/>		Direct Publish

e) Verify the workflow is listed in the Current Workflow field

* Current Workflow: eMI Portal Design/MDOT Admin Workflow <input type="button" value="Select Workflow"/>
--

f) Current Workflow Stage – shows the user what workflow stage the document is currently in.

Current Workflow Stage: eMI Portal Design/MDOT Draft

g) Next Workflow Stage – shows what workflow stage the document will move to next

Next Workflow Stage: eMI Portal Design/MDOT Publish
--

h) Joint Approval (read only) – shows if the document has joint approval for State of Michigan this will be false and does not impact the authors.

Joint Approval: false

i) * Publish Date (required) – enter the date and time the document should be published on. Use the 'Clear' button to clear both fields

* Publish Date: This is the date that the content is intended to be published and "go live" on the site.		
<input type="text" value="8/28/2008"/>	<input type="text" value="11:36:05 AM"/>	<input type="button" value="Clear"/>

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j) To select the date be sure to select the Month and Year first, then click on the Date.

- Click on the Calendar button to find the date
- Use the left and right arrows on the top to navigate by month
- Use the month and year dropdowns to select the month and year
- Select the day by clicking on it in the calendar
- Click 'OK' to accept the date or 'Cancel' to stop

k) To select the time

- Click on the clock
- Type in the Hours (HH), Minutes (MM), Seconds (SS), and select AM/PM
- Click 'OK' to select the time, or 'Cancel' to stop

l) Expiry Date– enter the date and time the document should be expire on. Use the 'Clear' button to clear both fields. Follow the process in step 6 to enter the date and the time.

Expiry Date:

<input type="text"/>		<input type="text"/>		<input type="button" value="Clear"/>
----------------------	---	----------------------	---	--------------------------------------

m) General Date One – This field is used specifically in the Event Authoring Template for the Event start date and time.

General Date One:

<input type="text"/>		<input type="text"/>		<input type="button" value="Clear"/>
----------------------	--	----------------------	--	--------------------------------------

n) General Date Two– This field is used specifically in the Event Authoring Template for the Event end date and time.

General Date Two:

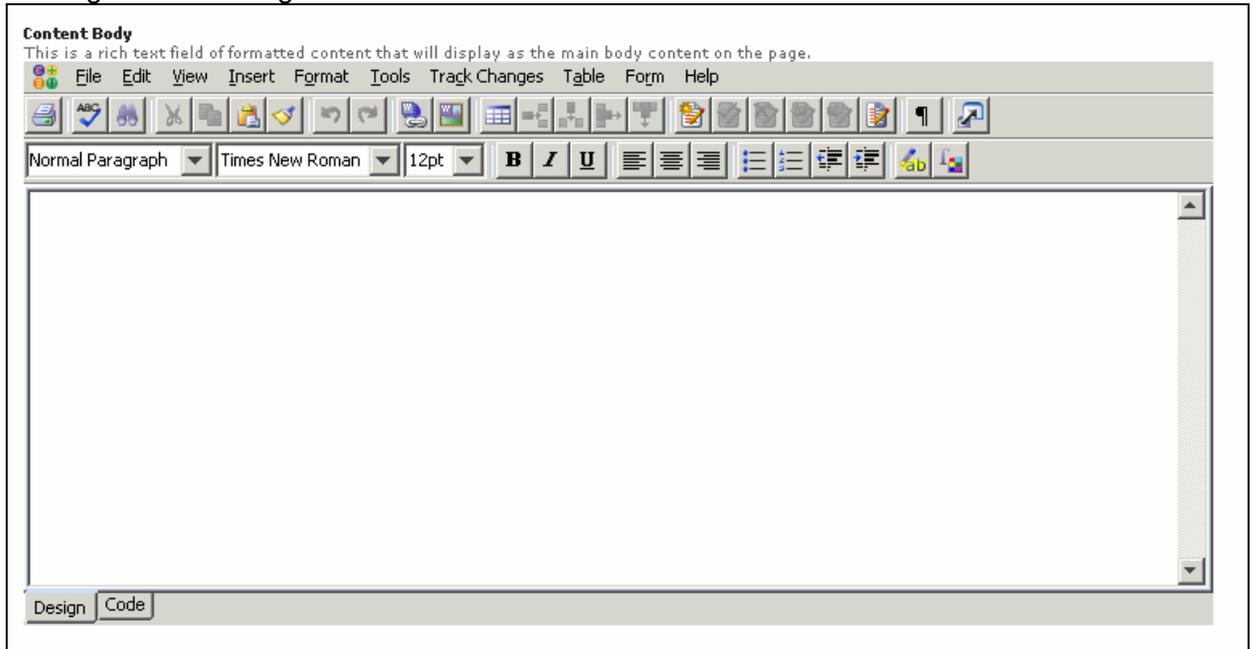
<input type="text"/>		<input type="text"/>		<input type="button" value="Clear"/>
----------------------	---	----------------------	--	--------------------------------------

o) Actions (read only) – this field will show what action the workflow is in either email, or scheduled move.

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C. Using the Rich Text Editor

The user can select which rich text options to use by clicking on the drop down menus, or by clicking on the buttons on the toolbar. Most of the functions are self explanatory. More training will be coming at a later date.



D. Including Images

There are two ways to include images in the State of Michigan content:

- An Authoring Template may have a separate image field where the user would browse to the ILWCM Image Library to select an Image.
- An Authoring Template may have a rich text editor field where the user would be able to embed a unique image from their computer, or select an image from the ILWCM image library.

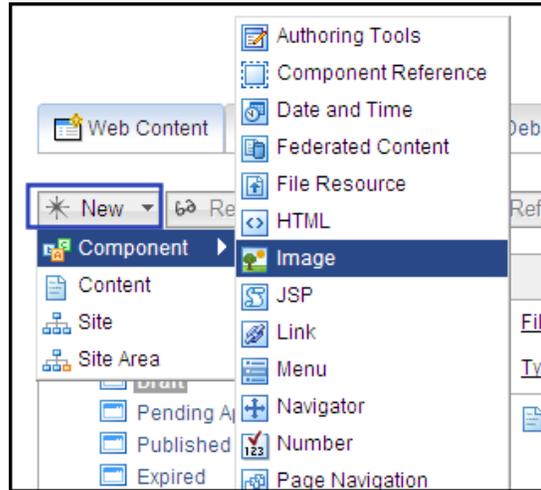
1. Separate Image Field in the Authoring Template

First the author must create an Image component. It is extremely beneficial to create an image component to be kept in the ILWCM library when images are re-used across content.

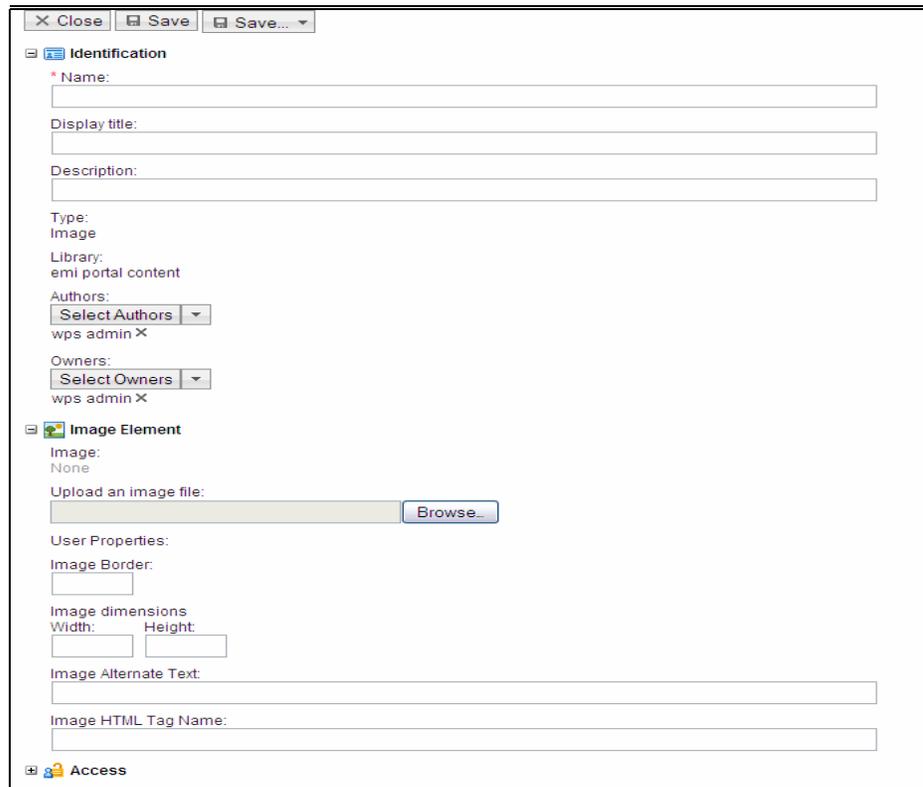
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2. Create an **Image** component:

a) In the main **ILWCM** page select the **New** button select '**Component -> Image**'

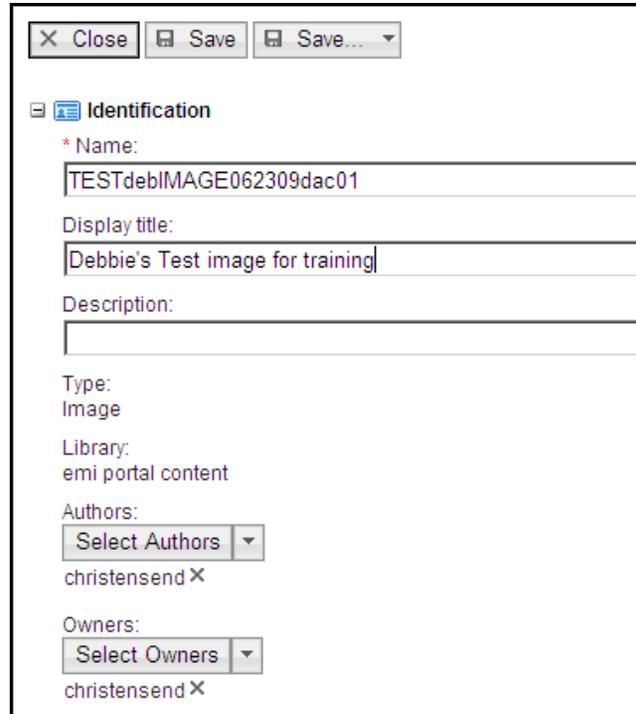


b) You will be brought to the **Image component template**.

A screenshot of the 'Image component template' form. The form is titled 'Image component template' and has a 'Close' button and a 'Save' button. It is divided into several sections: 'Identification' with fields for Name, Display title, and Description; 'Type' set to 'Image'; 'Library' set to 'emi portal content'; 'Authors' and 'Owners' each with a 'Select' dropdown menu and 'wps admin X' listed below; 'Image Element' with 'Image' set to 'None', an 'Upload an image file:' field with a 'Browse...' button, 'User Properties' including 'Image Border', 'Image dimensions' (Width and Height), 'Image Alternate Text', and 'Image HTML Tag Name'; and 'Access' at the bottom.

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c) Enter the **Identification** information regarding the image.



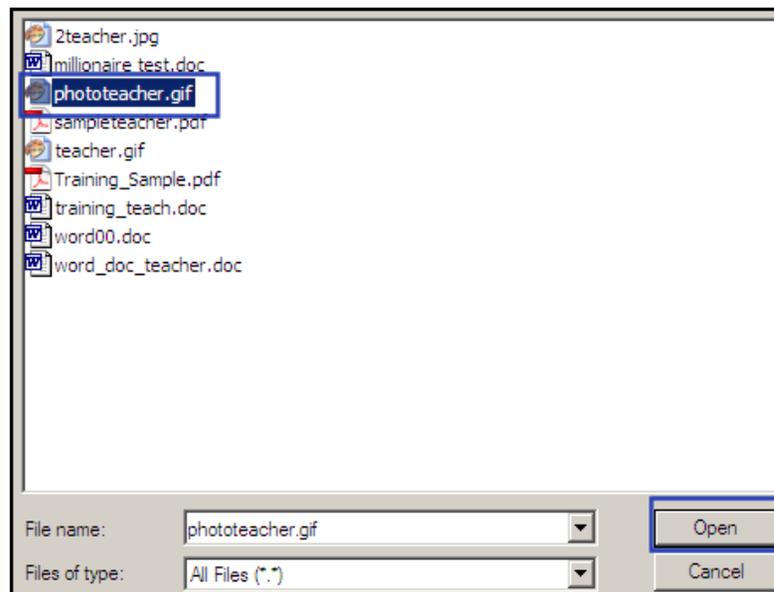
The screenshot shows a dialog box titled "Identification" with the following fields and controls:

- Buttons: Close, Save, Save...
- Section: Identification
- * Name: TESTdebIMAGE062309dac01
- Display title: Debbie's Test image for training
- Description: (empty text area)
- Type: Image
- Library: emi portal content
- Authors: Select Authors dropdown, christensend X
- Owners: Select Owners dropdown, christensend X

d) **Upload** the file from your local drive.



The screenshot shows a dialog box with the text "Upload an image file:" and a text input field. A "Browse..." button is located to the right of the input field.

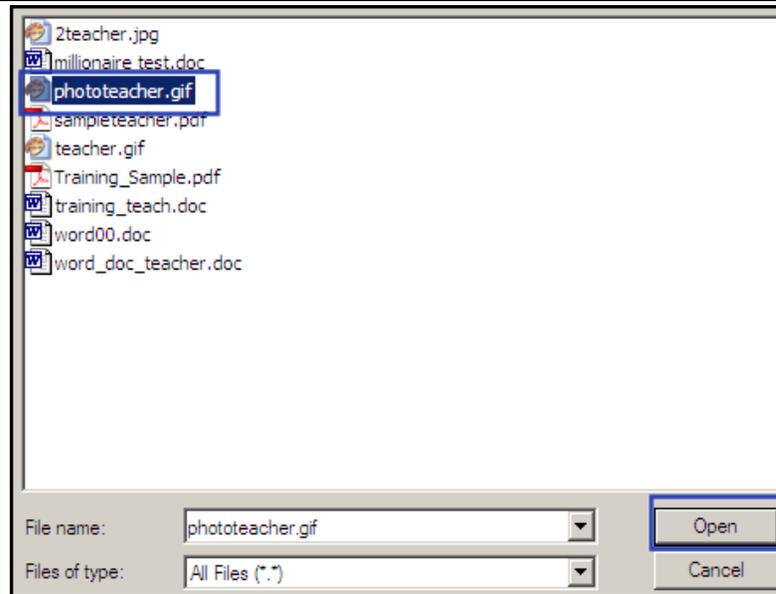


The screenshot shows a file selection dialog box with the following files listed:

- 2teacher.jpg
- millionaire_test.doc
- phototeacher.gif (highlighted)
- sampleteacher.pdf
- teacher.gif
- Training_Sample.pdf
- training_teach.doc
- word00.doc
- word_doc_teacher.doc

At the bottom, the "File name:" field contains "phototeacher.gif" and the "Files of type:" dropdown is set to "All Files (*.*)". The "Open" button is highlighted.

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e) **Save it.**



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f) The WCM will automatically calculate the dimensions of the image when the content is **Saved**. The screen will refresh with the dimension included, as well as a preview of the image.

Image Element

Image:
[phototeacher.gif](#)

Upload an image file:

Preview:

User Properties:

Image Border:

Image dimensions
Width: Height:

Image Alternate Text:

3. Include the **Image Component** in an **Authoring Template**

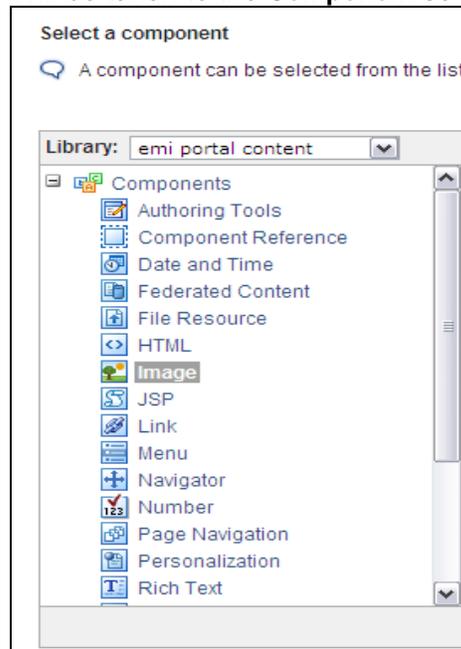
a) Once the **Image** component has been created and saved the author can then reference the image in another authoring template like the **Event** authoring template.

Contact Component:
Choose the contact person for this content item.
None

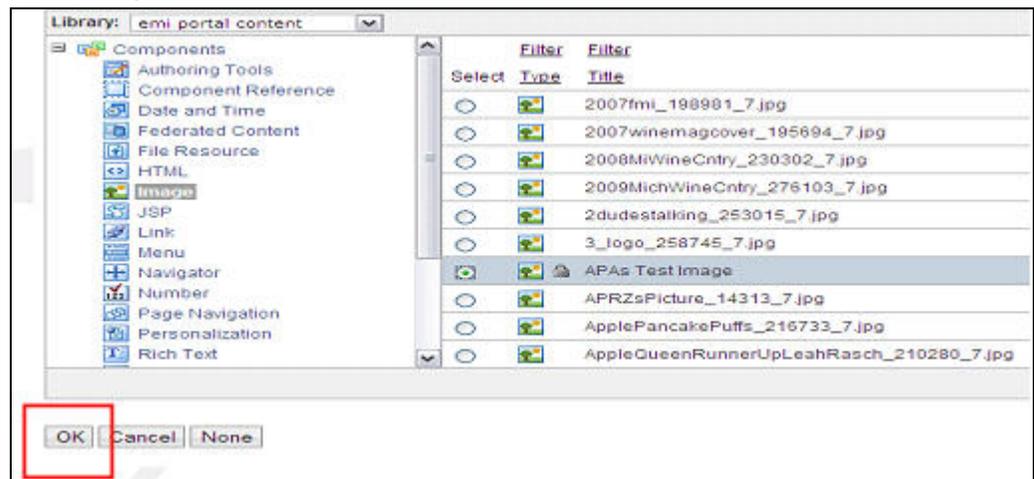
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b) Click 'Select Component'

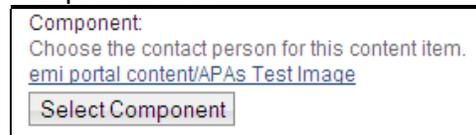
Will be taken to the **Component** selection screen click on 'Image'



c) Find the **Image** component to be used in the right selection list – select it by clicking the radio button next to it and click 'OK'



d) You will see that the **Image** component select is now listed in the component field.

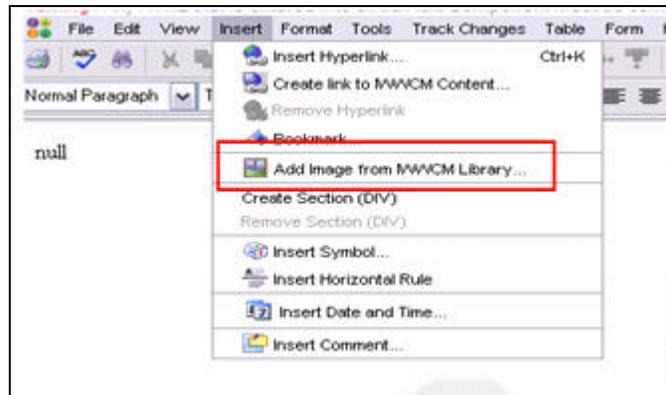


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4. Entering an Image in the Rich Text Editor

In the rich text editor users can add images from the **ILWCM Library**, which are the Image components described above, or from their computer.

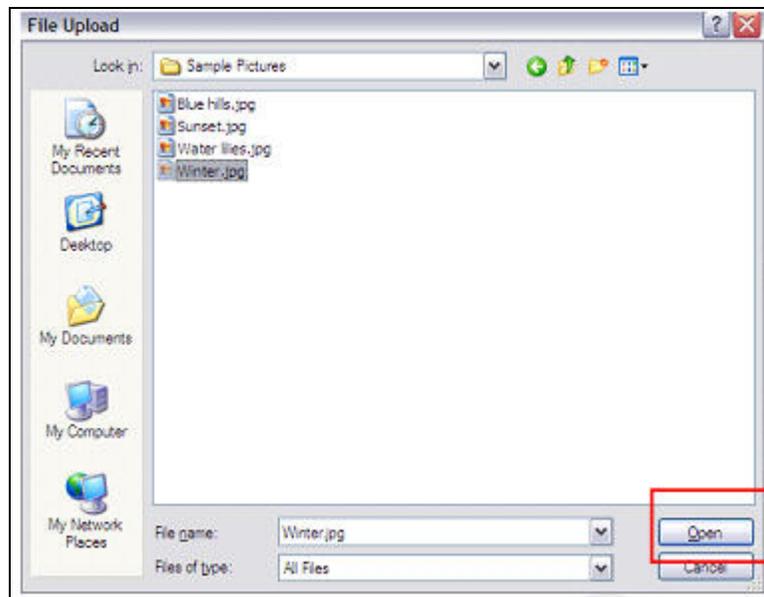
a) Click on **Insert -> Add Image from IWWCM Library**



b) Here the user can select to add a new image from their computer, or to select an image from the WCM Library



c) To add a new image from your computer:



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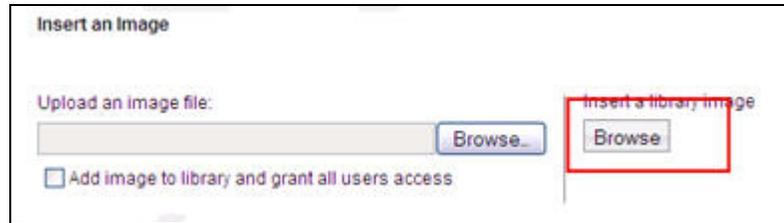
(1) The Image will then be uploaded to the authoring template and will appear in the Image field.



Upload an image file:
strator\My Documents\My Pictures\AT2.JPG

d) To insert an image component from the ILWCM Image library:

(1) Click on the Browse button under 'Insert a library image'

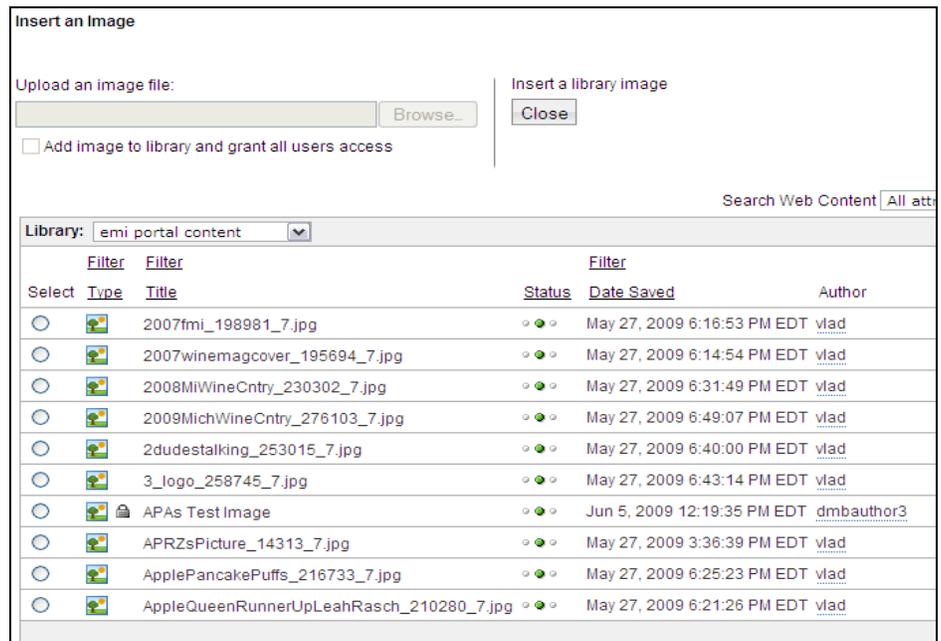


Insert an Image

Upload an image file:

Add image to library and grant all users access

(2) The user will then see all the image components:



Insert an Image

Upload an image file:

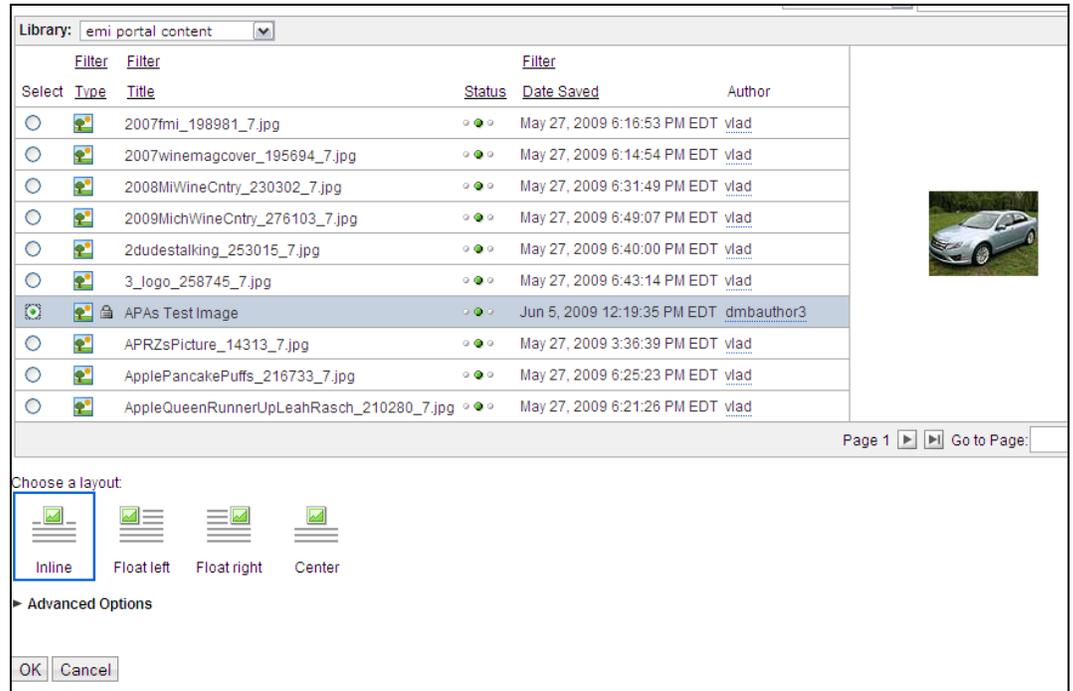
Add image to library and grant all users access

Insert a library image

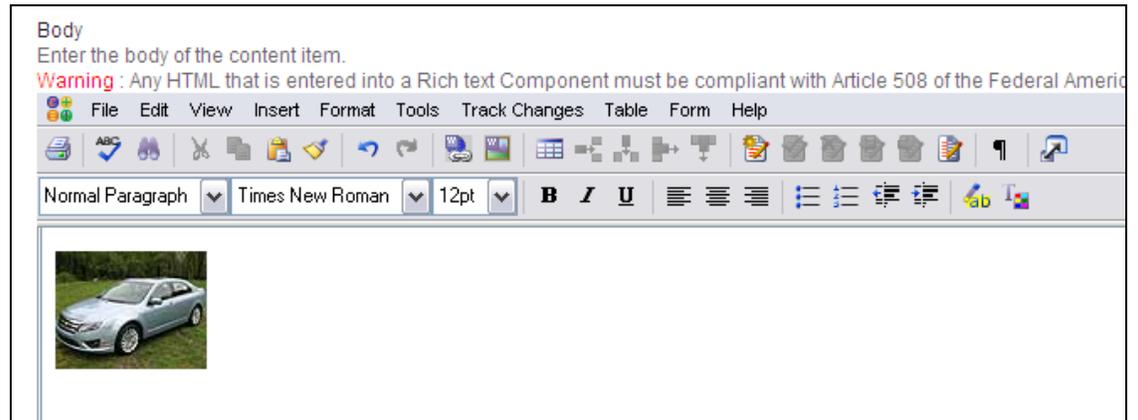
Search Web Content | Select | Type | Title | Status | Date Saved | Author |
| --- | --- | --- | --- | --- | --- |
| | | 2007fmi_198981_7.jpg | | May 27, 2009 6:16:53 PM EDT | vlad |
| | | 2007winemagcover_195694_7.jpg | | May 27, 2009 6:14:54 PM EDT | vlad |
| | | 2008MIWineCntry_230302_7.jpg | | May 27, 2009 6:31:49 PM EDT | vlad |
| | | 2009MichWineCntry_276103_7.jpg | | May 27, 2009 6:49:07 PM EDT | vlad |
| | | 2dudestalking_253015_7.jpg | | May 27, 2009 6:40:00 PM EDT | vlad |
| | | 3_logo_258745_7.jpg | | May 27, 2009 6:43:14 PM EDT | vlad |
| | | APAs Test Image | | Jun 5, 2009 12:19:35 PM EDT | dmbauthor3 |
| | | APRZsPicture_14313_7.jpg | | May 27, 2009 3:36:39 PM EDT | vlad |
| | | ApplePancakePuffs_216733_7.jpg | | May 27, 2009 6:25:23 PM EDT | vlad |
| | | AppleQueenRunnerUpLeahRasch_210280_7.jpg | | May 27, 2009 6:21:26 PM EDT | vlad |

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(3) Select the desired image from the image component library (you will see a preview), the image layout, and click 'Ok'



(4) The image should now be embedded in the rich text editor.



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E. Including Documents

There are multiple ways to include documents (pdf, ppt, doc, etc.) in the content using the authoring templates. Similar to images, documents/assets can be included in the content using a link to internal ILWCM content, or the documents/assets can be embedded using a rich text editor.

1. Using the Document/Asset Authoring Template
 - a) Start in the ILWCM main screen, verify you are in the eMI portal content library and click 'New -> Content'
 - b) Select the eMI portal design library on the authoring template screen, select the Document/Asset authoring template, and click 'Ok'
 - c) Fill out the authoring template. The following fields are specific to the Document/Asset:

Native File

* File:
Click the browse button to select the file that you want to upload to this content item. The file must be on a local hard drive or a network hard drive that you have access to.
None

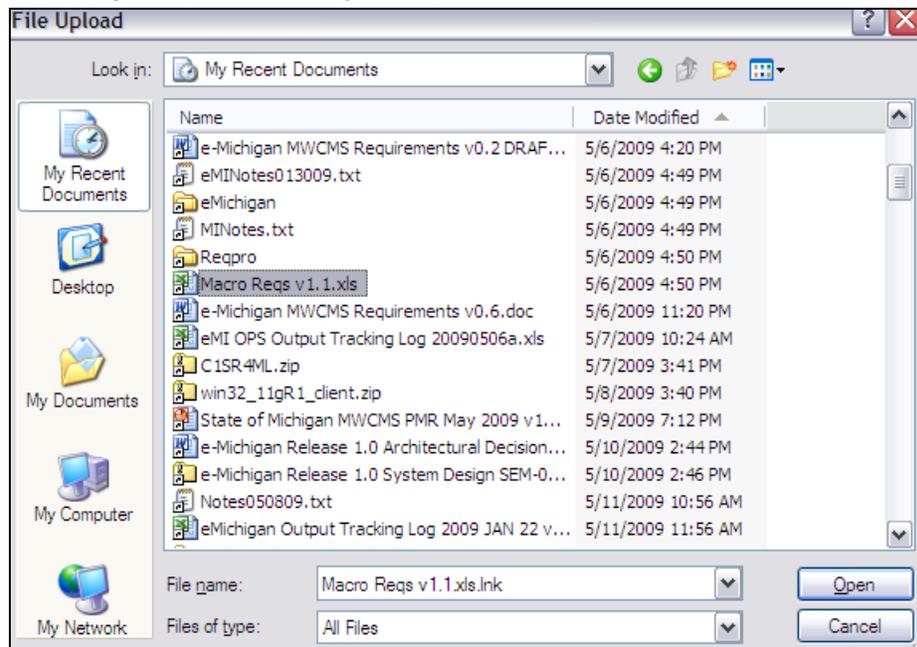
Upload a file:

Icon
Component:
Choose the icon to display with the Native File.
None

Authoring Comments
Comment on the current content item.

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- d) Upload the file by using the Browse button, selecting the desired file by clicking on it, and clicking on 'Open'



- e) Select the appropriate Icon component. For example, if this is a pdf that is being uploaded click the Select Component button, and select the appropriate icon for the file type.
- f) Enter any optional comments regarding the document/asset
- g) Save and Approve the content item
- h) This document/asset must be published in order to be visible on the portal

2. Linking to a Document/Asset from another Authoring Template

Once an author has created and published a Document/Asset using the Document/Asset authoring template they can then link to the Document/Asset using another authoring template. For example, if an author is creating an Article and needed to reference a pdf that was create using the Document/Asset authoring template they can do that by:

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a) Open the Article authoring template in ILWCM by clicking 'New -> Content'

b) Verify you are in the eMI portal design library, select the Article authoring template, and click 'Ok'

New Content

Select an authoring template for this content.

Library: eMI Portal Design

Filter Filter

Select	Type	Title
<input type="radio"/>		Alert
<input checked="" type="radio"/>		Article
<input type="radio"/>		Bid
<input type="radio"/>		Blog
<input type="radio"/>		Comment
<input type="radio"/>		Contact
<input type="radio"/>		Definition
<input type="radio"/>		Document / Asset
<input type="radio"/>		Event
<input type="radio"/>		FAQ

OK Cancel

c) Fill out the necessary content. The Link field is what will be used to refer to the Document/Asset to be inserted

Link

Link:

Choose the link for this content item.

Type a URL:

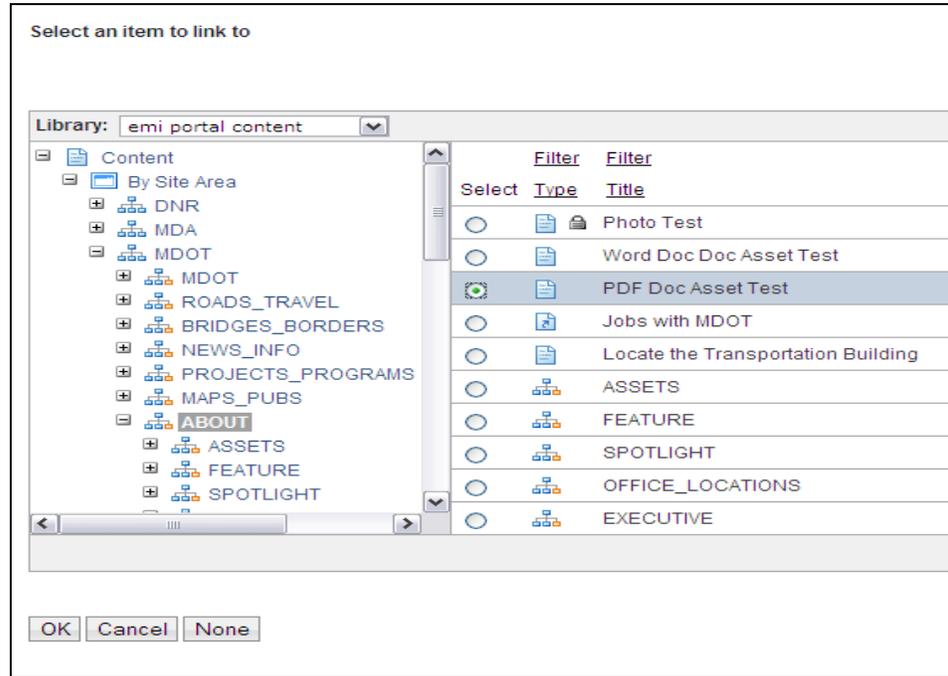
Insert a content link:

[Browse Content](#) None selected

Examples: Content, Image, File, Existing link, etc.

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- d) Click on the 'Browse Content' option
- e) In the next screen the author will be able to find the Document/Asset by looking to the Site Area that the Document/Asset was saved in. Select the desired Document/Asset and click 'Ok'



- f) The Document/Asset will now be referenced in the Article and will look like:



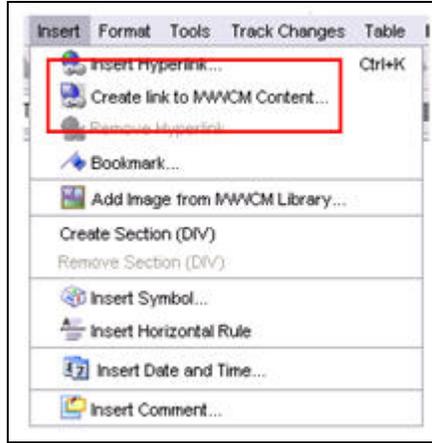
- g) The author can delete the Document/Asset by clicking on the x next to the item.

3. Using the Rich Text Editor

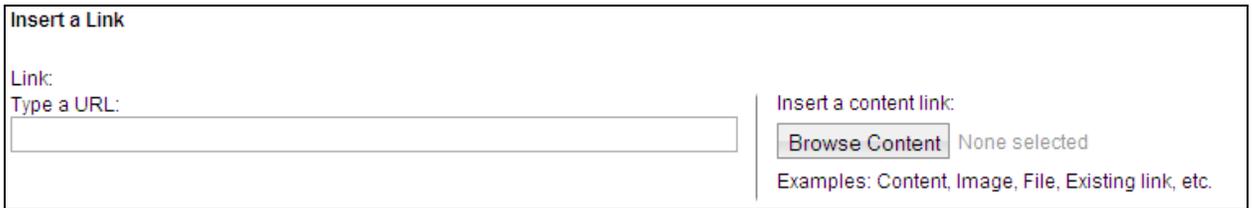
Once a Document/Asset has been created the user can link to it from the rich text editor in any of the authoring templates that have a rich text editor.

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a) In the rich text editor select 'Insert -> Create Link to IWWCM Content'



b) In the Link window follow the same steps listed above, start by clicking 'Browse Content'



c) After clicking 'Ok' and the author is back to the Article authoring template they can see that the Document/Asset has been embedded in the rich text field:



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F. Including Links

There are two different types of links that can be included in your content. One type of link is a link to external information. For example, if the author wanted to put more information about the Lilac Festival the author would include an external link to the Lilac Festival website - <http://www.mackinacislandlilacfestival.org/>. The second type of link the author may create is a link to internal ILWCM content. For example, looking at the previous section on Document/Assets the author can create an internal link using the Link field to create a reference to a Document/Asset that has been created in ILWCM.

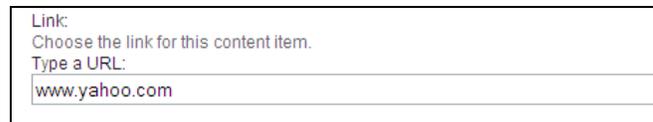
a) Creating a Link using a Link Field

Some of the Authoring Templates may have a Link field where the author can enter external or internal links. This section will show an example of this field, and will explain how to use it. The author will either select to enter a URL or will select to browse to Internal content for one Link field – both cannot be filled out for a Link field.



The screenshot shows a 'Link' configuration form. It includes a 'Type a URL' text input field. To the right, there is a 'Browse Content' button and the text 'None selected'. Below this, it lists 'Examples: Content, Image, File, Existing link, etc.'. The 'Display link as' section has two radio buttons: 'Text' (selected) and 'Image component'. The '* Link text' section has a text input field and a checkbox for 'Use title of linked item'. The 'Link target' section has a dropdown menu currently set to 'None'.

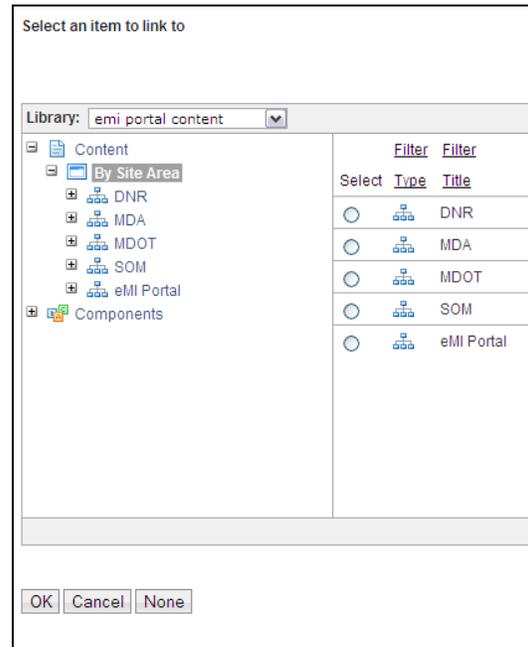
b) Type a URL – this is where the author may enter an external URL for example:



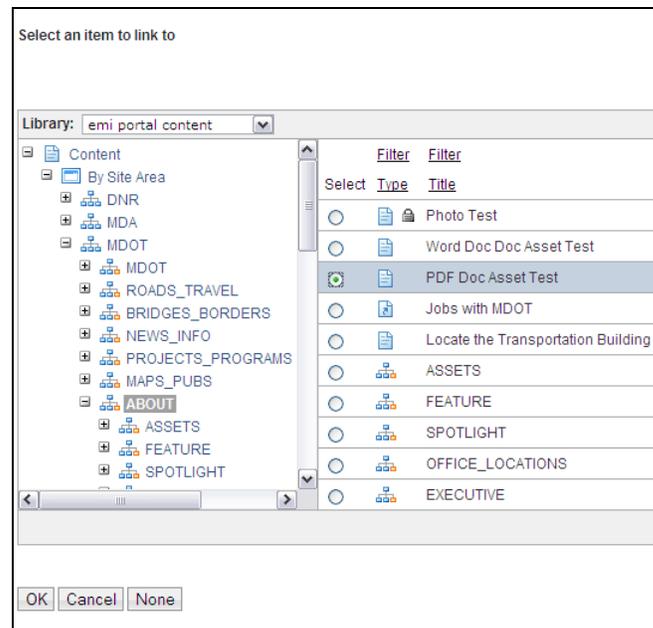
This screenshot shows the 'Link' configuration form with the 'Type a URL' field filled with the text 'www.yahoo.com'.

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c) Or select Browse Content to select an ILWCM content item. A new window will open for the author to select internal ILWCM content item to link to.



d) The author should then navigate through the Sites to find the piece of content they would like to link to. Once they find the content item the author should select it and click 'Ok'



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e) After clicking 'Ok' the author will be brought back to the main authoring template and can see that the content they selected is now in the Link field.

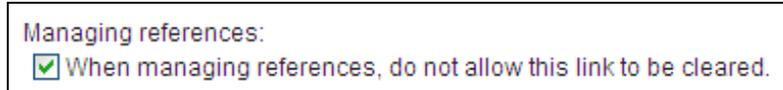


Insert a content link:

/emi_portal_content/MDOT/ABOUT/PDF_DocAsset Test X

Examples: Content, Image, File, Existing link, etc.

f) If the author selects an internal ILWCM content item then a new field will appear letting the author know that since these two content items are linked if someone decides to delete one of the content items they will be notified that there is another content item linked to it. It is best to keep this box checked at all times.



Managing references:

When managing references, do not allow this link to be cleared.

g) Once the author enters either the external, or internal link they must fill out the rest of the Link fields. The author can chose whether to display the link as a text string or as an image



Display link as:

Text Image component

h) If the author would like to display the link as text they need to fill out the link text field, or they can select to use the title of linked item



* Link text:

Enter the text that should clicked on to activate this link.

Use title of linked item

i) If the user decides to display the link as an Image they should select the radio button next to the Image Component



Display link as:

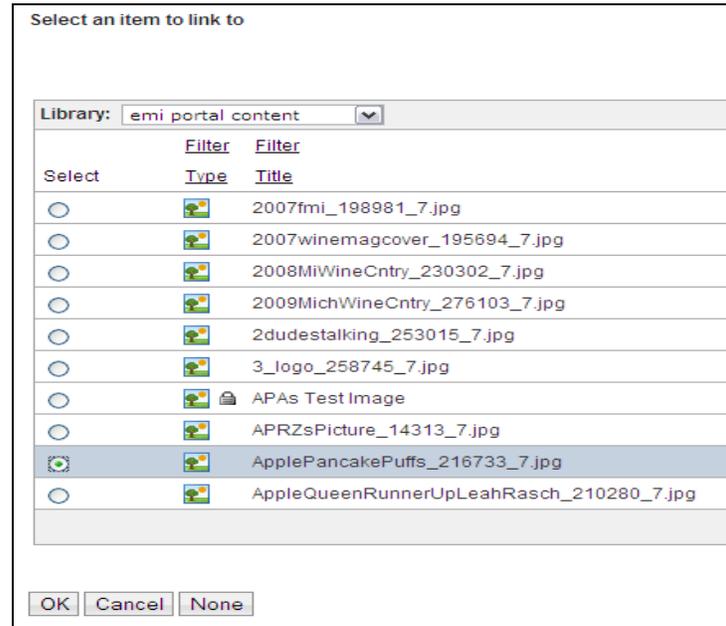
Text Image component

Image:

None

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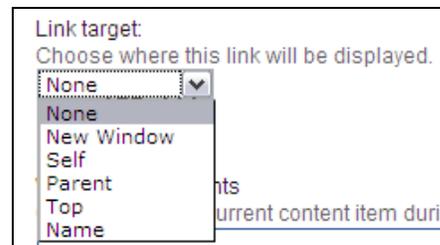
j) When they click on the Select image button the author will be brought to an image selection screen where they will select an image component from the ILWCM Image Library to be displayed for the link. Browse through the image components, select the correct image, and click 'ok'



k) The image will then be captured in the link field



l) The last step is for the author to select how the link should open. The author may choose from the link targets shown below,



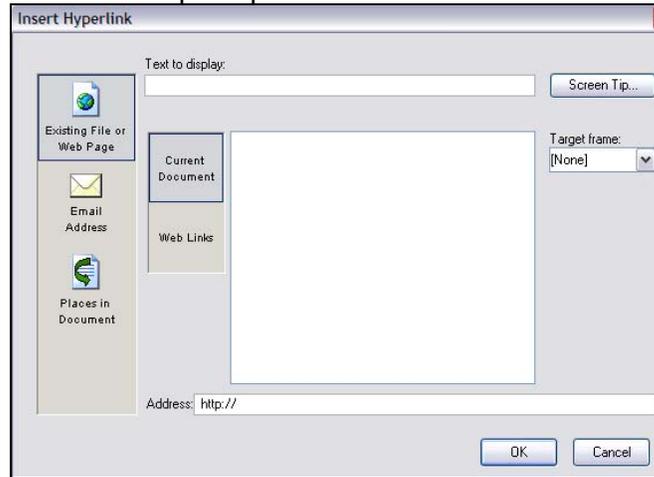
2. Creating a Link using a Rich Text Editor

Some of the Authoring Templates may have a rich text editor for authors to use. If there is a rich text editor the author may decide to enter a link in the rich text editor. The author may follow these steps to do that:

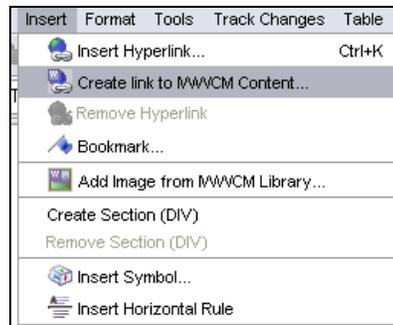
WCM Authoring Content Reference Guide

a) Creating a Hyperlink to an External Site

By using the hyperlink feature the author can insert external links in the rich text field. For more information on how to use the hyperlink feature please refer to the Ephox product information.



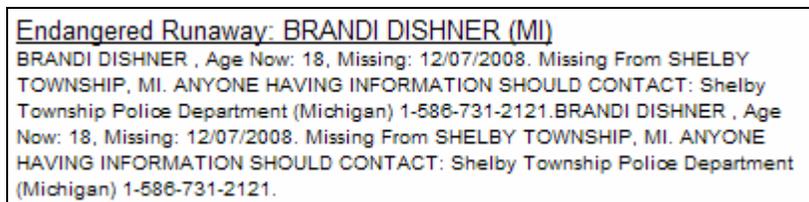
(1) Or the author can use the Insert -> Create a link to IWWCM content option to insert internal ILWCM content into the rich text editor.



IV. Information about Each Authoring Template

A. Alert Content Section

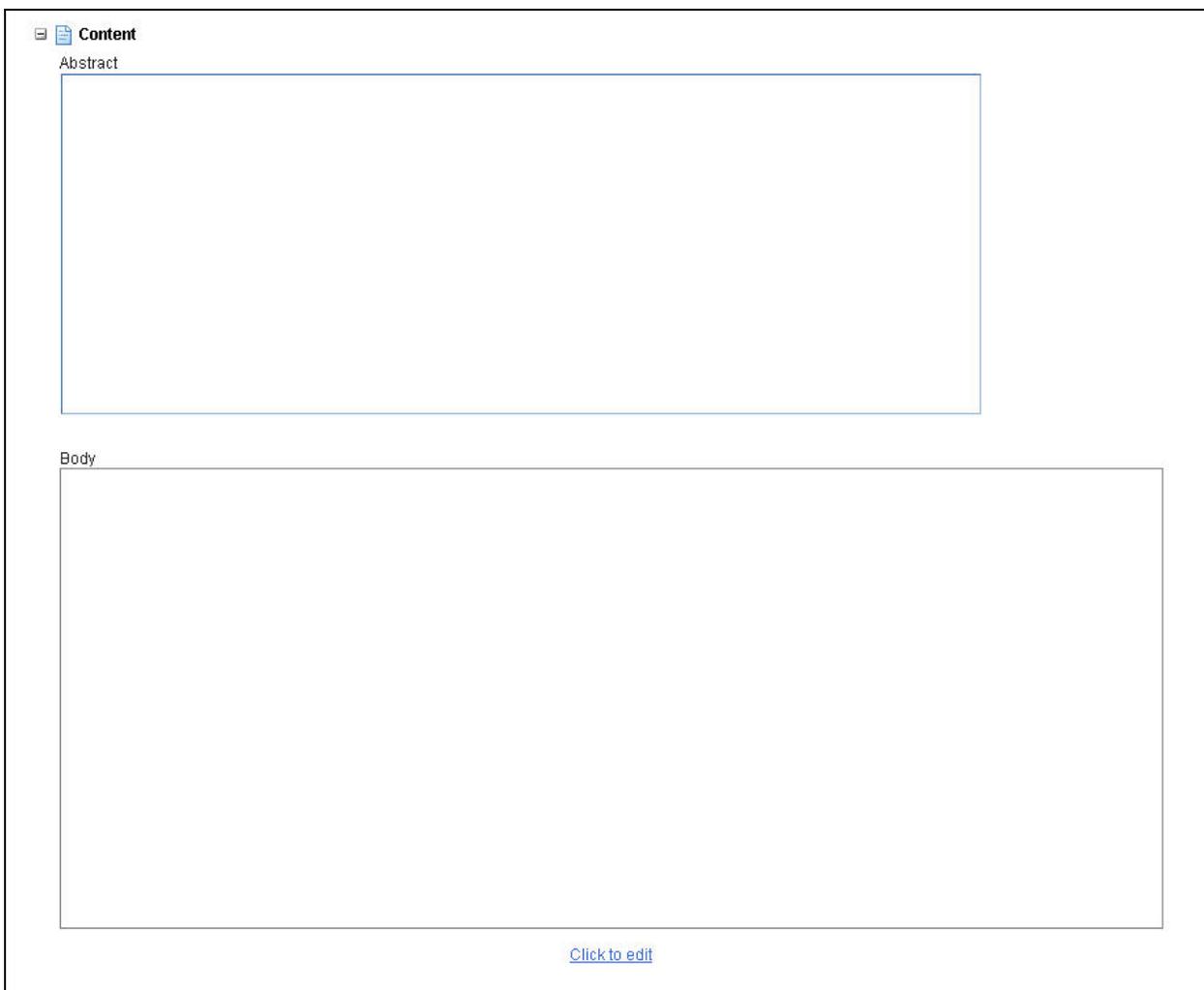
Authors would use the Alert authoring template for brief breaking news content. The author can include an image, and a link to more information if needed. The alert will appear in the global header and should only be used for warning information, or any heightened sense of news.



The Alert AT has the following fields in the Content:

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- Abstract
- Body
- Icon Image
 - Image Border
 - Upload Image File, Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
 - Image HTML Tag Name
- Incident Date
- Link
 - Type a URL
 - Insert a Content Link-Browse Content
 - Display Link As (Text or Image Component)
 - Link Text (Use Title of Linked Item)
 - Link Target (None, New Window, Parent, Top, Name)



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Alert Icon
Image:
None

Upload an image file:

User Properties:

Image Border:

Image dimensions
Width: Height:

Image Alternate Text:

Image HTML Tag Name:

Incident Date

Link
Link:
Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Display link as:
 Text Image component

Link text:

Use title of linked item

Link target:

When "Name" is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

Link target:

Target name:

B. Article Content Section

The Article Authoring Template allows the user to enter in the appropriate general article information for that particular State of Michigan Department. Authors can include rich text in the body field, images, links, and contact information in the article. Articles can be found throughout the agency sites areas.

Example:

WCM Authoring Content Reference Guide

MDOT to hold I-75/M-21 bridge meeting in Genesee County

Contact: Anita Richardson 989-754-0878, ext. 227

Agency: Transportation

WHAT: The Michigan Department of Transportation (MDOT) invites the public to attend a meeting regarding replacement of the I-75 under M-21 (Corunna Road) bridge in Genesee County.

This project will include a complete bridge replacement, demolition of a former State Police post building, the proposed addition of a ramp auxiliary lane and 10-foot non-motorized path with fencing, along with additional safety upgrades. The bridge will be closed to M-21 traffic during construction. Lane closures also will be in effect on I-75. Crews are expected to complete this project during the 2009 construction season. Dan's Excavating, Inc. of Shelby Township will be the contractor for this project.

WHO: MDOT staff
Contractor representatives
Community representatives
Interested residents

WHEN: Wednesday, Feb. 18, 2009
4 to 6 p.m.

WHERE: Flint Township Municipal Building
1490 S. Dye Road
Flint

Special accommodations: 810-653-7470 - Tammy Woodbeck

BACKGROUND: Interested residents are invited to stop by anytime during the open house- style meeting to view displays and learn more about the proposed bridge replacement. The purpose of these improvements is to enhance mobility and increase safety within the construction area. Public input is sought to help MDOT recognize and address any concerns. MDOT staff members and contractor representatives will be available to answer questions.

MDOT says: Remember - in Ice and Snow, Take it Slow!

The Article AT has the following fields in the Content:

- Abstract
- Body
- Icon Image
 - Image Border
 - Upload Image File, Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
 - Image HTML Tag Name
- Main Image
 - Image Border
 - Upload Image File, Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
- Contact Link
- Link

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- Type a URL
- Insert a Content Link-Browse Content
- Display Link As (Text or Image Component)
- Link Text (Use Title of Linked Item)
- Link Target (None, New Window, Parent, Top, Name)

 **Content**

Abstract
Enter the Abstract or Short Description that will be displayed for the content item

I

Body
Enter the body of the content item.
Warning: Any HTML that is entered into a Rich text Component must be compliant with Article 508 of the Federal Americans with Disabilities Act.

[Click to edit](#)

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Icon
Image:
Enter the icon that will be shown with the Article in a list.
None

Upload an image file:

User Properties:

Image dimensions
Width: Height:

Image Alternate Text:

Main Image
Image:
Select the image to associate to this content item
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.
Width: Height:
Values in this field that are different from the actual image will force the user's browser to resize the image.

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

Contact
Component:
Choose the contact person for this content item.
None

Link
Link:
Choose the link for this content item.
Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Link target:
Choose where this link will be displayed.

When "Name" is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

Link target:

Target name:

C. Bid Content Section

WCM Authoring Content Reference Guide

The Bid Authoring Template allows the user to enter in the appropriate government open bids information for that particular State of Michigan Department. The author can include rich text in the body field, any appropriate contacts for the bid, and links to more information for the bid. DMB typically has bid content, but any department can use it.

The Bid AT has the following fields in the Content:

- Abstract
- Body
- Contact Link
- Link
 - Type a URL
 - Insert a Content Link-Browse Content
 - Display Link As (Text or Image Component)
 - Link Text (Use Title of Linked Item)
 - Link Target (None, New Window, Parent, Top, Name)

 **Content**

Abstract
Enter the Abstract or Short Description that will be displayed for the content item

Body
Enter the body of the content item.
Warning : Any HTML that is entered into a Rich text Component must be compliant with Article 508 of the Federal Americans with Disabilities Act.

null

[Click to edit](#)

WCM Authoring Content Reference Guide

Contact
Component:
Choose the contact person for this content item.
None

Link
Link:
Choose the link for this content item.
Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Link target:
Choose where this link will be displayed.

When "Name" is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

Link target:

Target name:

D. Blog Content Section

The State of Michigan departments can create blogs that contain regular entries of information. Authors would use the Blog authoring template to create this information. Within the blog the author can include contact information for the appropriate entity regarding the information in the blog. The Comments authoring template will be used to enter any comments about a specific blog. Blogs can be found under the Global navigation under News.

Example:

WCM Authoring Content Reference Guide

- [Agriculturally Speaking... October is Farm Market and Agricultural Tourism Month](#)
Autumn in Michigan is a treat for the senses offering beautiful sights, smells, and tastes. Governor Jennifer Granholm has declared October as Michigan Farm Market and Agricultural Tourism Month. Experience Michigan's bounty first-hand at a farm market, festival, or other agricultural tourism destination across our beautiful state.
[Comments \(0\)](#)
[> More](#)
- [Agriculturally Speaking... State Launches Food Alert Text & Email Service](#)
As part of National Food Safety Education Month, MDA recently launched a new text and email alert system to warn consumers almost instantly to avoid or discard recalled food products - ensuring public health is protected and maintaining the viability of the state's food safety net.
[Comments \(2\)](#)
[> More](#)
- [Agriculturally Speaking... Preserving The Future of Michigan's Farmland](#)
With the current economic changes in Michigan, I believe agriculture will have an even bigger role in the state's economy as it continues to be the second largest economic driver in the state generating nearly \$64 billion for Michigan's economy annually. Land is fundamental to maintaining and enhancing agriculture's place in the Michigan's economy. It's where it all begins. It makes sense to preserve our land base so current, and future, Michigan farmers can continue to produce the wide variety of crops already grown here.
[Comments \(0\)](#)
[> More](#)
- [Agriculturally Speaking... Summer Fun in Rural Michigan -- Select Michigan for a Pure Michigan Experience](#)
Since becoming Director of the Michigan Department of Agriculture nearly one year ago, I have been sharing the amazing economic impact agriculture has on our state, and the importance of purchasing Michigan products. With agriculture as Michigan's second largest industry - we have a lot to celebrate ? and there is no better place to do that than at Michigan's fairs.
[Comments \(0\)](#)
[> More](#)

The Blog AT has the following fields in the Content:

- Topic
- Abstract
- Body
- Contact Link

WCM Authoring Content Reference Guide

 **Content**

Topic

Abstract
Enter the Abstract or Short Description that will be displayed for the content item

Body
Enter the body of the content item.
Warning : Any HTML that is entered into a Rich text Component must be compliant with Article 508 of the Federal Americans with Disabilities Act.

null

[Click to edit](#)

Contact
Component:
Choose the contact person for this content item.
None

E. Comment Content Section

The comments authoring template will be used for capturing the comments made to any specific blog topic. Any end users that view the blogs on the SoM website will be able to submit comments – these comments will be captured by the authoring template in ILWCM. Someone from the State of Michigan will approve these comments before they are published.

Example:

WCM Authoring Content Reference Guide

2 Comments [Close This Window](#)

Michigan hospitals are joining more than 26 other states in improving patient safety by standardizing the colors of three patient alert wristbands: red (allergy), yellow (fall risk), and purple (do-not-resuscitate). By standardizing color-coded patient alert wristbands, Michigan hospitals are helping to reduce the potential for confusion when patients, nurses, doctors, and other staff travel between hospitals. This is another step forward in providing patients in Michigan hospitals with the safest possible care. This voluntary, statewide initiative, led by the collaborative efforts of the Michigan Health & Hospital Association (MHA), the MHA Patient Safety Organization (PSO) and the MHA PSO Wristband Task Force, has produced a standardization toolkit to assist Michigan hospitals in the implementation process. www.mhapso.org/wristband.htm

Anonymous said at Friday, March 20, 2009 09:40:38

Great ideas are sometimes the simplest ones!

Cora said at Tuesday, March 31, 2009 08:23:05

The Comment AT has the following fields in the Content:

- Body
- Author
- DocumentID
- Validation Routine

 **Content**

Body
Enter the body of the content item.
Warning : Any HTML that is entered into a Rich text Component must be compliant with Article 508 of the Federal Americans with Disabilities Act.

[Click to edit](#)

Author

DocumentID

WCM Authoring Content Reference Guide



F. Contact Content Section

State of Michigan Contact data that is individually captured and stored that is used to create and display individual contact modules on specific pages can be created using the Contact Authoring Template. This contact content can be used across different places on the State of Michigan website. Authors may choose to include specific contact content items in such content as Article, Press Release, etc.

The Contact AT has the following fields in the Content:

- Name
- Position
- Department
- Office/Bureau
- Notes
- Address 1
- Address 2
- Address 3
- Phone 1
- Phone 2
- Phone 3
- Fax 1
- Fax 2
- Fax 3
- Email 1
- Email 2
- Email 3
- URL 1 Link
 - Type a URL
 - Insert a content link-Browse Content
 - Display Link As (Text or Image Component)
 - Link Text (Use Title of Linked Item)
 - Link Description (Use Description of Linked Item)

WCM Authoring Content Reference Guide

- Link Target (None, New Window, Parent, Top, Name)
- Link Additional Attributes
- URL 2 Link
 - Type a URL
 - Insert a content link-Browse Content
 - Display Link As (Text or Image Component)
 - Link Text (Use Title of Linked Item)
 - Link Description (Use Description of Linked Item)
 - Link Target (None, New Window, Parent, Top, Name)
 - Link Additional Attributes
- URL 3 Link
 - Type a URL
 - Insert a content link-Browse Content
 - Display Link As (Text or Image Component)
 - Link Text (Use Title of Linked Item)
 - Link Description (Use Description of Linked Item)
 - Link Target (None, New Window, Parent, Top, Name)
 - Link Additional Attributes

 **Content**

Name
Enter the Name of the contact that will be displayed for the content item.

Position
Enter the Position of the contact that will be displayed for the content item.

Department
Select the Department of the contact that will be displayed for the content item.

Office/Bureau
Enter the contact's Office or Bureau Name that will be displayed for the content item.

Notes
Enter any special notes related to the content item.

[Click to edit](#)

WCM Authoring Content Reference Guide

Address 1

Enter the contact's primary Address that will be displayed for the content item.

[Click to edit](#)

Address 2

Enter the contact's secondary Address that will be displayed for the content item.

[Click to edit](#)

Address 3

Enter the contact's tertiary Address that will be displayed for the content item.

WCM Authoring Content Reference Guide

Phone 1

Enter the primary Voice Phone Number that will be displayed for the content item.

Phone 2

Enter the secondary Voice Phone Number that will be displayed for the content item.

Phone 3

Enter the tertiary Voice Phone Number that will be displayed for the content item.

Fax 1

Enter the primary Fax Phone Number that will be displayed for the content item.

Fax 2

Enter the secondary Fax Phone Number that will be displayed for the content item.

Fax 3

Enter the tertiary Fax Phone Number that will be displayed for the content item.

Email 1

Enter the primary Email Address that will be displayed for the content item.

Email 2

Enter the secondary Email Address that will be displayed for the content item.

Email 3

Enter the tertiary Email Address that will be displayed for the content item.

WCM Authoring Content Reference Guide

URL 1
Link:
Enter the primary URL that should be associated with this contact information.
Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Display link as:
Enter the text or image that should be used to display this link in the content item.
 Text Image component

Link text:

Use title of linked item

Link description:
Enter a short description for the link in this content item.

Use description of linked item

Link target:
Choose how this link should open when a visitor clicks on it.

Link Additional attributes:

When “Name” is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

Link target:

Target name:

WCM Authoring Content Reference Guide

URL 2
Link:
Enter the secondary URL that should be associated with this contact information.
Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Display link as:
Enter the text or image that should be used to display this link in the content item.
 Text Image component

Link text:

Use title of linked item

Link description:
Enter a short description for the link in this content item.

Use description of linked item

Link target:
Choose how this link should open when a visitor clicks on it.

Link Additional attributes:

When “Name” is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

Link target:

Target name:

WCM Authoring Content Reference Guide

URL 3
Link:
Enter the tertiary URL that should be associated with this contact information.
Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Display link as:
Enter the text or image that should be used to display this link in the content item.
 Text Image component

Link text:

Use title of linked item

Link description:
Enter a short description for the link in this content item.

Use description of linked item

Link target:
Choose how this link should open when a visitor clicks on it.

Link Additional attributes:

When “Name” is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

Link target:

Target name:

G. Definition Content Section

The Definition Authoring Template allows the user to enter in terms and their definitions for that particular State of Michigan Department. The author may choose to include a contact with the definition. Definitions created would appear under an agency definition page. Authors can then link to a definition within other content items, like an Article.

WCM Authoring Content Reference Guide

Example:

Program Service Definitions

[Program/Service Definitions](#)

Care Management

Care management is a coordinated care function that incorporates case finding, assessment, care planning, negotiation, care plan implementation, monitoring, and advocacy to assist clients and their families with complex needs in obtaining appropriate services. This program locates, mobilizes and manages a variety of home care and other services needed by a frail elderly person at risk of nursing home

The Definition AT has the following fields in the Content:

- Contact Link
- Definition

 **Content**

Contact Component:
Choose the contact person for this content item.
None

Definition
Enter the Definition to be displayed for the content item.
null

[Click to edit](#)

H. Document/Asset Content Section

This Asset Authoring Template can be used to upload documents into the ILWCM system. Examples of documents that can be uploaded are - .pdf, .doc, .xls, etc. These assets can then be linked to from other authoring templates, and can potentially appear anywhere within the site.

Example:

WCM Authoring Content Reference Guide



The Document/Asset AT has the following fields in the Content:

- Abstract
- Link
 - Type a URL
 - Insert a content link-Browse Content
 - Link Target (None, New Window, Parent, Top, Name)
- Native File
 - Upload a file
 - File Size
 - File Type
- Icon Component
 - Select Component
- Authoring Comments

WCM Authoring Content Reference Guide

 **Content**

Abstract
Enter the Abstract or Short Description that will be displayed for the content item

I

Link
Link:
Choose the link for this content item.
Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Link target:
Choose where this link will be displayed.

When "Name" is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

Link target:

Target name:

WCM Authoring Content Reference Guide

Native File

* File:
Click the browse button to select the file that you want to upload to this content item. The file must be on a local hard drive or a network hard drive that you have access to.
None

Upload a file:

* File Size
The size of the Native File will be determined automatically on upload.

Whole numbers only

* File Type
The extension of the Native File will be determined automatically on upload.

Icon
Component:
Choose the icon to display with the Native File.
None

Authoring Comments
Comment on the current content item.

I. Event Content Section

The Event Authoring Template can be used to enter appropriate content for an event at the State of Michigan, or departments. In the Event authoring template authors can enter information about the event, the start and end date/time, include any images, and/or include a link to more information. Events will be displayed wherever the department have them, typically they are under an events menu.

Example:



The Event AT has the following fields in the Content:

- Abstract
- Body
- Main Image
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
- Contact Link
- Link

WCM Authoring Content Reference Guide

- Type a URL
- Insert a content link-Browse Content
- Display Link As (Text or Image Component)
- Link Text (Use Title of Linked Item)
- Link Target (None, New Window, Parent, Top, Name)

 **Content**

Abstract
Enter the Abstract or Short Description that will be displayed for the content item

Abstract text input area with a vertical scrollbar on the right side.

Body
Enter the body of the content item.
Warning : Any HTML that is entered into a Rich text Component must be compliant with Article 508 of the Federal Americans with Disabilities Act.

Body text input area.

[Click to edit](#)

WCM Authoring Content Reference Guide

Main Image
Image:
Select the image to associate to this content item
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.

Width:
Values in this field that are different from the actual image will force the user's browser to resize the image.

Height:
Values in this field that are different from the actual image will force the user's browser to resize the image.

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

Contact
Component:
Choose the contact person for this content item.
None

Link
Link:
Choose the link for this content item.

Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Display link as:
 Text Image component

Link text:

Use title of linked item

Link target:
Choose where this link will be displayed.

When "Name" is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

Link target:

Target name:

J. FAQ Content Section

The FAQ Authoring Template allows the user to select the appropriate content for a list of questions and answers, all of which are supposed to be frequently asked in some context, and pertaining to a particular topic. FAQs may be related to a certain category or topic and exist through the State of Michigan website. Authors will enter the question in the display title, and enter the answer in the answer field. FAQs will show up wherever departments have their FAQ list.

Example:

WCM Authoring Content Reference Guide

Frequently Asked Questions

About MDOT

[Who do I contact to obtain research information on transportation issues for an article/interview/story/assignment?](#)

[Do you have e-mail addresses and phone numbers for MDOT employees on your Web site?](#)

[How can I order state publications?](#)

The FAQ AT has the following fields in the Content:

- Link
 - Type a URL
 - Insert a content link-Browse Content
 - Link Target (None, New Window, Parent, Top, Name)
- Answer

The screenshot shows the 'Content' editor window. It has a title bar 'Content' with a close button. The main area is divided into three sections:

- Link:** A section with the label 'Link' and the instruction 'Choose the link for this content item.' It contains a text input field labeled 'Type a URL:' and a 'Browse Content' button. To the right of the button, it says 'None selected' and 'Examples: Content, Image, File, Existing link, etc.'
- Link target:** A section with the label 'Link target' and the instruction 'Choose where this link will be displayed.' It contains a dropdown menu currently set to 'None'.
- Answer:** A section with the label 'Answer' and the instruction 'Enter the Answer for the content item.' It contains a large text area with the word 'null' entered.

At the bottom center of the editor, there is a blue link that says 'Click to edit'.

When "Name" is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

WCM Authoring Content Reference Guide

Link target:

Target name:

K. Form Content Section

The Form Authoring Template allows the user to create a form that can be filled out by end users on the State of Michigan website. By using the rich text editor authors can create the form within this authoring template. Forms appear in department form sections on the website.

Example:



Forms & Instructions

- [Abatement / Exemption](#)
- [Accounting/Auditing](#)
- [Applications for Deferment of Summer Taxes and Special Assessments](#)
- [Assessor](#)
- [Board of Review](#)
- [Classification Appeals](#)
- [Computerized Tax Roll Re-Certification](#)
- [Court Transmittal Forms](#)
- [Equalization](#)
- [Incorrectly Reported and/or Omitted \(MCL 211.154\)](#)
- [Industrial Facility Tax](#)
- [Millage Rollbacks](#)

The Form AT has the following fields in the Content:

- Abstract
- Contact Link
- HTML Block
- Link
 - Type a URL
 - Insert a Content Link-Browse Content
 - Display Link As (Text or Image Component)
 - Link Text (Use Title of Linked Item)
 - Link Description (Use Description of Linked Item)
 - Link Target (None, New Window, Parent, Top, Name)

WCM Authoring Content Reference Guide

 **Content**

Abstract
Enter the Abstract or Short Description that will be displayed for the content item.

Contact Component:
Choose the contact person for this content item.
None

HTML Block
Enter the HTML code for the form that will that will be displayed for the content item.

null

WCM Authoring Content Reference Guide

Link
Link:
Choose the link for this content item.
Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Display link as:
 Text Image component

Link text:

Use title of linked item

Link description:

Use description of linked item

Link target:
Choose where this link will be displayed.

When “Name” is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

Link target:

Target name:

L. Generic HTML Content Section

The Generic HTML authoring template should be used for content that doesn't fit in any of the other authoring templates. This particular authoring template will be used to enter raw HTML. To use a rich text editor to enter the HTML please see section 4.2.22. This content will show up in the site area that the author selects.

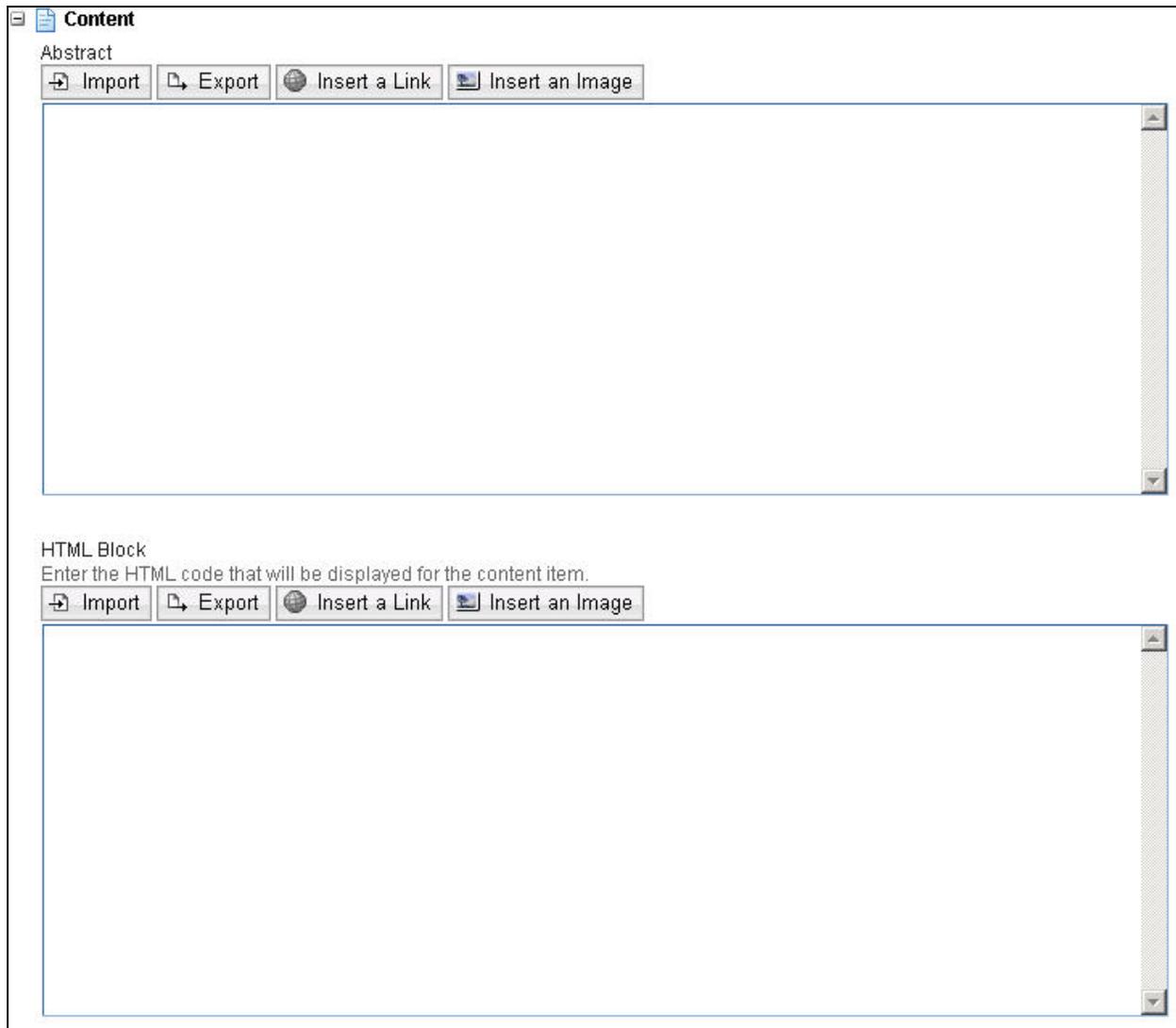
Example:



WCM Authoring Content Reference Guide

The Generic HTML AT has the following fields in the Content:

- Abstract
- HTML Block



The screenshot displays a web-based content editor interface. At the top, a tab labeled 'Content' is visible. Below the tab, there are two main sections. The first section is titled 'Abstract' and contains a toolbar with four buttons: 'Import', 'Export', 'Insert a Link', and 'Insert an Image'. Below the toolbar is a large, empty text area with a vertical scrollbar on the right side. The second section is titled 'HTML Block' and contains the instruction 'Enter the HTML code that will be displayed for the content item.' Below this instruction is another toolbar with the same four buttons: 'Import', 'Export', 'Insert a Link', and 'Insert an Image'. Below the second toolbar is another large, empty text area with a vertical scrollbar on the right side.

M. Generic Rich Text Content Section

The Generic Rich Text authoring template should be used for content that doesn't fit in any of the other authoring templates. This particular authoring template will be used to enter rich text with the help of a rich text editor. To use raw HTML to enter the HTML please see section 4.2.21. This content will show up in the site area that the author selects.

The Generic Rich Text AT has the following fields in the Content:

- Abstract
- HTML Block

WCM Authoring Content Reference Guide

The screenshot displays a software interface titled "Content". It features two main sections: "Abstract" and "HTML Block". Each section has a toolbar with four buttons: "Import", "Export", "Insert a Link", and "Insert an Image". Below each toolbar is a large, empty text area for content entry. The "HTML Block" section includes a small instruction: "Enter the HTML code that will be displayed for the content item."

N. Link Content Section

The Link Authoring Template can be used to enter any links that are used throughout the State of Michigan website. For example, any external links can be entered using the Link Authoring Template. These links will show up in the site area that was selected by the author.

The Link AT has the following fields in the Content:

- Abstract
- HTML Block
- Link
 - Type a URL
 - Insert a Content Link-Browse Content
 - Display Link As (Text or Image Component)
 - Link Text (Use Title of Linked Item)
 - Link Target (None, New Window, Parent, Top, Name)

WCM Authoring Content Reference Guide

Content

Abstract
Enter the Abstract or Short Description that will be displayed for the content item

Link
Link:
Choose the link for this content item.
Type a URL:

Insert a content link:
[Browse Content](#) None selected
Examples: Content, Image, File, Existing link, etc.

Display link as:
 Text Image component

* Link text:
Enter the text that should be clicked on to activate this link.

Use title of linked item

Link target:
Choose where this link will be displayed.
None

When “Name” is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

Link target:
Name

Target name:

O. Online Service Link Content Section

The Online Services Authoring Template allows the user to enter in the appropriate online services for that particular State of Michigan Department. The online service link will show up in the Online Service section of the site area selected by the author.

The Online Service Link AT has the following fields in the Content:

- Abstract
- Icon Image

WCM Authoring Content Reference Guide

- Upload Image File, Browse
- Image Dimensions Width and Height
- Image Alternate Text
- Link
 - Type a URL
 - Insert a Content Link-Browse Content
 - Link Target (None, New Window, Parent, Top, Name)

Content

Abstract
Enter the Abstract or Short Description that will be displayed for the content item

Icon
Image:
Enter the icon that will show with the Online Service in a list.
None

Upload an image file:

User Properties:

Image dimensions
Width: Height:

Image Alternate Text:

Link
Link:
Choose the link for this content item.

Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Link target:
Choose where this link will be displayed.

When “Name” is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

WCM Authoring Content Reference Guide

Link target: <input type="text" value="Name"/>
Target name: <input type="text"/>

P. Photo Content Section

The Photo Authoring Template can be used to upload a photo to ILWCM that can be used in a gallery of State of Michigan photos. The photo will be put in the site area that was selected by the author.

The Photo AT has the following fields in the Content:

- Image
 - Upload an image file-Browse
 - Image Alternate Text
 - Contributor
 - Caption
- Thumbnail Image
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
 - Image HTML Tag Name
- Icon Image
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
 - Image HTML Tag Name

WCM Authoring Content Reference Guide

Content

Image

* Image:
Select the Image to associate to this content item.
None

Upload an image file:

User Properties:

* Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

Contributor
Enter the Contributor information that will be displayed for the content item.

Caption
Enter the Caption information that will be displayed for the content item.

Thumbnail

Image:
Enter the Thumbnail information that will be displayed for the content item.
None

Upload an image file:

User Properties:

Image dimensions
Width: Height:

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

Image HTML Tag Name:

Q. Policy Content Section

The Policy Authoring Template allows the user to enter in the appropriate policy information for that particular State of Michigan Department. Policies will appear in the policy sections of the selected site area.

The Policy AT has the following fields in the Content:

- Abstract
- Body
- Main Image
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
 - Date
- Contact Link
- Link

WCM Authoring Content Reference Guide

- Type a URL
- Insert a Content Link-Browse Content
- Link Target (None, New Window, Parent, Top, Name)
- Disclosure
- Policy Number

 **Content**

Abstract
Enter the Abstract or Short Description that will be displayed for the content item

[Empty text area for Abstract]

Body
Enter the body of the content item.
Warning : Any HTML that is entered into a Rich text Component must be compliant with Article 508 of the Federal Americans with Disabilities Act.

null

[Click to edit](#)

WCM Authoring Content Reference Guide

Main Image
Image:
Select the image to associate to this content item
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.

Width:
Values in this field that are different from the actual image will force the user's browser to resize the image.

Height:
Values in this field that are different from the actual image will force the user's browser to resize the image.

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

Date

Contact
Component:
Choose the contact person for this content item.
None

Link
Link:
Choose the link for this content item.
Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Link target:
Choose where this link will be displayed.

When "Name" is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

Link target:

Target name:

WCM Authoring Content Reference Guide

Disclosure
null

[Click to edit](#)

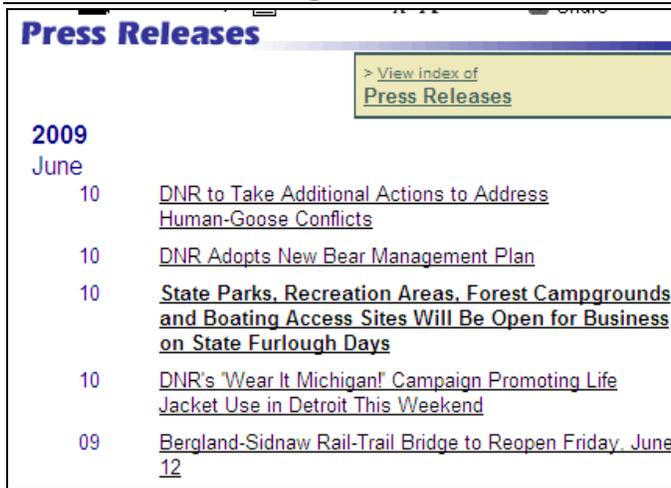
Policy Number

R. Press Release Content Section

The Press Release Authoring Template allows the user to select the appropriate content for an announcement of an event, performance, or other official news item that is issued to the press and is located throughout the State of Michigan website within the site area selected by the author.

Example:

WCM Authoring Content Reference Guide



The Press Release AT has the following fields in the Content:

- Abstract
- Body
- Icon Image
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
 - Image HTML Tag Name
- Main Image
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
- Release Date
- Source
- Contact Link
- Link
 - Type a URL
 - Insert a Content Link-Browse Content
 - Display Link As (Text or Image Component)
 - Link Text (Use Title of Linked Item)
 - Link Target (None, New Window, Parent, Top, Name)

WCM Authoring Content Reference Guide

 **Content**

Abstract
Enter the Abstract or Short Description that will be displayed for the content item

Body
Enter the body of the content item.
Warning : Any HTML that is entered into a Rich text Component must be compliant with Article 508 of the Federal Americans with Disabilities Act.

null

[Click to edit](#)

WCM Authoring Content Reference Guide

Icon
Image:
Enter the icon to show with the Press release in a list.
None

Upload an image file:

User Properties:

Image dimensions
Width: Height:

Image Alternate Text:

Main Image
Image:
Select the image to associate to this content item.
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.
Width: Height:
Values in this field that are different from the actual image will force the user's browser to resize the image.

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

Release Date
Enter the release date of the press release.

Source
Enter the Source of the News Article that will be displayed for the content item

Contact
Component:
Choose the contact person for this content item.
None

Link
Link:
Choose the link for this content item.
Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Display link as:
 Text Image component

Link text:

Use title of linked item

Link target:
Choose where this link will be displayed.

WCM Authoring Content Reference Guide

S. Promotion Content Section

The Promotion Authoring Template allows the author to enter in the appropriate promotional link information and formatting for that particular State of Michigan Department. The Promotion Content is an optional component that is located below the site navigation component. The number of promotional content pieces displayed on the site can be set individually for each site area by the site admin. The site admin will decide whether to show the promotion on left or right side of the navigation per site area. This is not something author will have to configure. When filling out the Promotion authoring template the author will select the image to display and the link information for the promotion. The author will then publish the promotion to the desired site area.

Example:



The Promotion AT has the following fields in the Content:

- Abstract
- Background Image
 - Upload an image file-Browse
 - Image Alternate Text
 - Background Color
- Link
 - Type a URL
 - Insert a content link-Browse Content
 - Display Link As (Text or Image Component)
 - Link Text (Use Title of Linked Item)

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Content

Abstract
Enter the Abstract or Short Description that will be displayed for the content item.

Background Image

* **Image:**
Select the image to use for the background associated to this content item.
None

Upload an image file:

User Properties:

* **Image Alternate Text:**
Enter the text to be displayed with this image for the visually impaired.

* **Background Color**
Choose the color that you are entering for the background for this content item.

Link

* **Link:**
Choose the link for this content item.
Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Display link as:
Enter the text or image that should be used to display this link in the content item.
 Text Image component

Link text:

Use title of linked item

T. Quick Link Content Section

The Quick Links Authoring Template allows the user to enter in the appropriate quick link information and formatting for that particular State of Michigan Department. The Quick Link will show up in the specific Department Quick Link sections.

Example:

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Quick Links

- Accessible Recreation
- Ecosystem-Based Management
- Citizens Committee for State Parks
- Land Use Permits
- Grants
- Recreational Safety Classes
- Natural Resources

The Quick Link AT has the following fields in the Content:

- Abstract
- Link
 - Type a URL
 - Insert a content link-Browse Content
 - Link Target (None, New Window, Parent, Top, Name)

Content

Abstract
Enter the Abstract or Short Description that will be displayed for the content item

Link
Link:
Choose the link for this content item.
Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Link target:
Choose where this link will be displayed.

When “Name” is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

Link target:

Target name:

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U. ePostCard Content Section

The ePostcard Authoring Template allows the user to create a form with options for the citizen to choose from in making a ePostcard for that particular State of Michigan Department.

Example:

Send an ePostcard from the FALL Album!

It's easy to send a Michigan.gov postcard!

1. Pick an image for your card.

- Fall Leaves in Howell, MI
- Favorite Fishing Hole in the Fall, Rothbury, MI
- Indian Summer in Grand Rapids, MI
- Fall Beauty in Oceana County, MI

2. Fill in the address and message areas.



Official Website for the State of Michigan
www.michigan.gov

TO:
Enter TO e-mail address

SUBJECT:
Greetings From Michigan.gov!

MESSAGE:
Enter your message here...

FROM:
Enter Your e-mail Address
Enter Your Name

3. Click Send Postcard!

The ePostCard AT has the following fields in the Content:

- Abstract
- Body
- Contact Link
 - Type a URL
 - Insert a content link-Browse Content
 - Display Link As (Text or Image Component)
 - Link Text (Use Title of Linked Item)
- Link
 - Type a URL
 - Insert a content link-Browse Content
 - Display Link As (Text or Image Component)
 - Link Text (Use Title of Linked Item)
 - Link Target (None, New Window, Parent, Top, Name)
 -
- Image 1
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text

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- Image 2
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
- Image 3
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
- Image 4
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
- Image 5
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
- Image 6
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
- Image 7
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
- Image 8
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
- Image 9
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
- Image 10
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
- Image 11
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text
- Image 12
 - Upload an image file-Browse
 - Image Dimensions Width and Height
 - Image Alternate Text

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 **Content**

Abstract
Enter the Abstract or Short Description that will be displayed for the content item.

Contact
Link:
Choose the Contact Content for this Postcard

Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Display link as:
 Text Image component

Link text:

Use title of linked item

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Link
Link:
Choose the link for this content item.
Type a URL:

Insert a content link:
 None selected
Examples: Content, Image, File, Existing link, etc.

Display link as:
 Text Image component

Link text:

Use title of linked item

Link target:
Choose where this link will be displayed.

Image 1
* Image:
Select the 1st Image option associate to this content item.
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.

Width: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>	Height: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>
--	---

* Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

When "Name" is selected as the Link target, a textbox appears to allow the user to enter the Target Name.

Link target:

Target name:

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Image 2

Image:
Select the 2nd Image option associate to this content item.
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.

Width: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>	Height: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>
---	--

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

Image 3

Image:
Select the 3rd Image option associate to this content item.
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.

Width: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>	Height: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>
---	--

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

Image 4

Image:
Select the 4th Image option associate to this content item.
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.

Width: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>	Height: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>
---	--

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

Image 5

Image:
Select the 5th Image option associate to this content item.
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.

Width: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>	Height: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>
---	--

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

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Image 6
Image:
Select the 6th Image option associate to this content item.
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.

Width: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>	Height: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>
---	--

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

Image 7
Image:
Select the 7th Image option associate to this content item.
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.

Width: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>	Height: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>
---	--

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

Image 8
Image:
Select the 8th Image option associate to this content item.
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.

Width: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>	Height: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>
---	--

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

Image 9
Image:
Select the 9th Image option associate to this content item.
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.

Width: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>	Height: Values in this field that are different from the actual image will force the user's browser to resize the image. <input type="text"/>
---	--

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

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Image 10
Image:
Select the 10th Image option associate to this content item.
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.

Width:
Values in this field that are different from the actual image will force the user's browser to resize the image.

Height:
Values in this field that are different from the actual image will force the user's browser to resize the image.

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

Image 11
Image:
Select the 11th Image option associate to this content item.
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.

Width:
Values in this field that are different from the actual image will force the user's browser to resize the image.

Height:
Values in this field that are different from the actual image will force the user's browser to resize the image.

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

Image 12
Image:
Select the 12th Image option associate to this content item.
None

Upload an image file:

User Properties:

Image dimensions
Values in this field that are different from the actual image will force the user's browser to resize the image.

Width:
Values in this field that are different from the actual image will force the user's browser to resize the image.

Height:
Values in this field that are different from the actual image will force the user's browser to resize the image.

Image Alternate Text:
Enter the text to be displayed with this image for the visually impaired.

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Appendix A: Naming Convention & Related Acronyms

Content Naming Convention:

The **Name** field is used for the URL. This must be unique within all of Michigan.gov. There will be a standard naming convention for content for all **new** and **edited** content going forward:

Dept. or site Acronym > Topic or Site Area > Authoring Template > Date > Initials of Author > Daily Serial Number.

Example:

MDOTHistoryArt060509**DC01**

The initials are optional if the site is small and only has one or two authors with little activity.

It is important to use the same acronym throughout each site. Use the top Site Area listed for your site in WCM.



Authoring Template Acronyms

Use these acronyms when creating names for your content.

ALT	Alert
ART	Article
BID	Bid
BLG	Blog
CNT	Contact
DEF	Definition
DOC	Document
ePC	ePostCard
EVT	Event
FAQ	FAQ
FRM	Form
Gen	Generic Rich Text
HTML	Generic HTML
Link	Link
OSL	Online Service Link
PG	Page
Photo	Photo
POL	Policy
PR	Press Release
Promo	Promotion
QL	Quick Link

Appendix B: Workflow Definitions

Workflow Status or State

Content can only be in one of three **Workflow States**. Only the **Published State** is visible to the public. The **Draft** and **Expired** state are both visible within **WCM**. The **Expired** state has an indicator that it once was published.

- **Draft**
- **Published**
- **Expired**

Workflow Action

Workflow action is a step a **WCM** user takes to progress a piece of content from one workflow stage to another. The content may stay in the same status during this process or may change status.

Workflow Stages

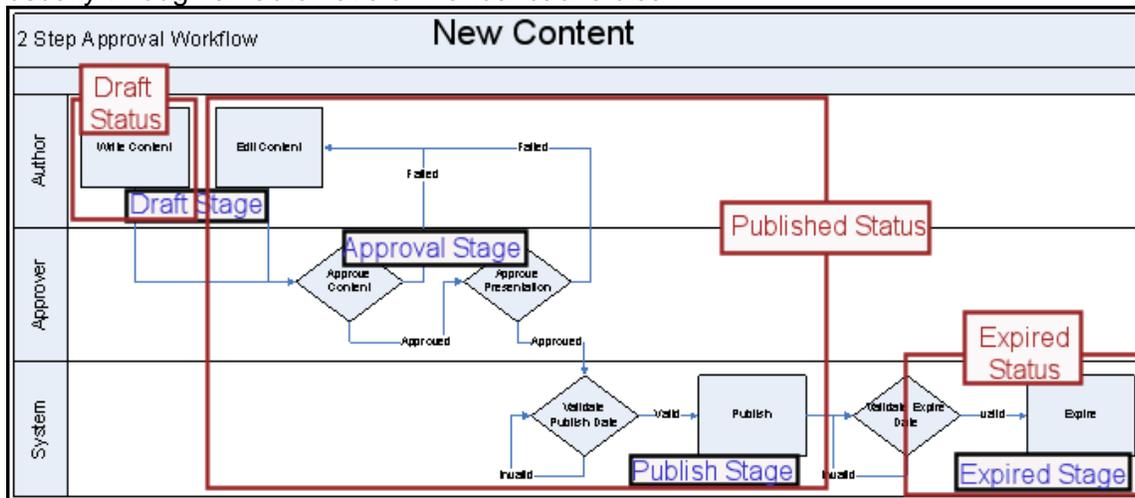
Workflow Stages are the steps content passes through as it moves through the different states. Content can remain in one state for several stages. For example, one piece of content may have to move through several Approval Stages while in the Draft State prior moving to the Published State.

The various **Stages** in the example below would be:

- **Author Stage**
- **Editor Stage**
- **Publisher Stage**

At each Stage the person involved will have to take **Action** to move the content to the next **Stage**. This will usually take the form of **Approval**.

The content will ultimately change status when **WCM** takes action and moves it to the next status, usually through an automatic or manual cache clear.



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Appendix B part 2: Workflow when Editing Live Content

There is a distinction between the **Workflow Stage** and the **Security** of the content allowing the public vs just WCM authors to see the content.

In Context Preview allows us to see content on the **Production** site before the public can see it by allowing content in a **Draft Workflow Stage** to be seen by those with certain **Security** rights. That is why you have to log in to see **Production Preview**.

Once a piece of content has reached the **Published Workflow Stage**, the **Security** of the content is changed to allow **ALL** users to see the content – that includes the **public**.

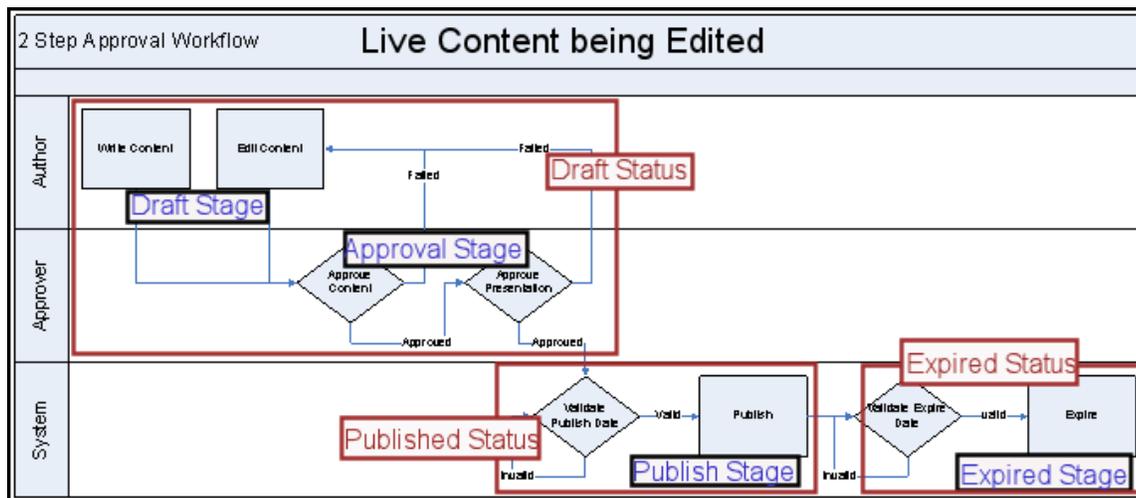
If you want to edit a piece of content that is in a **Published Workflow Stage**, it has to enter a different **Workflow Stage**. At that point, the **Security** changes and it is no longer available to the public while it is being edited. **OR** You are editing content that is live and it does not even go through a cache clear, it is always live while you edit. **OR** You create a brand new piece of content.

The Alternate Solution (yes there is one!)

When you want to edit a piece of content that is in a **Published Workflow State**, it is marked with a **flag** that indicates that it has “**been live**”. The **Security** on the “**been live**” **VERSION** stays the same so the public can continue to access it.

You create a new **Version** that you can edit. It enters a **Draft Workflow Stage**. You can **Preview** the **Body**, but you **CANNOT** do **In-Context Preview**. Because there is a piece of content already there that the public can see, you cannot preview your edited content in its place.

Once you are satisfied with your edits, you **Approve** your content and the **Stage** changes to **Published**. (Now it has to wait for **Workflow** when the old is replaced with the new.) The flag “**been live**” is added to this version when it goes live.



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Appendix C: Cache Clearing Info

There is no cache clear schedule.

Everything will go live – not just part of the site, all content will automatically go live when it reaches final approval.

After workflow is complete – this means when it has been approved through all the human stages – it will reach the system stages. At this point the system is notified that a piece of content needs to go live. The cache clear system is activated and the proper page is put in line to be cleared at the next opportunity.

This could happen immediately if the line is empty, or it could take up to 20 minutes if the line is particularly long. The anticipated time frame is approximately 5 – 15 minutes, but experience will be our best indicator.

Workflow is always “On”. That means every piece of content will always have workflow turned on to one extent or another. Even when editing a piece of content that is already published and live, it must enter the “Edit” workflow and be “re-approved” before the edits will go live and the cache clear activated for that piece of content.

Manual cache clears will still be available for cache admins.

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Appendix D: History/Content Update Information

Date & Time stamp in CMA:

Content Update Information:	
Updated By:	lovettec
Updated Date:	Sep 10 2007 03:34:27:000PM
Created By:	lovettec
Created Date:	Sep 10 2007 03:32:22:000PM

History Defined in WCM:

History	
May 29, 2009 11:05:49 AM EDT - christensend - Document updated by christensend	→ Post-Migration
May 19, 2009 11:27:01 AM EDT - wpsadmin - Workflow: Moved by user wpsadmin - From stage MDOT Draft to MDOT Publish	
May 19, 2009 11:26:58 AM EDT - wpsadmin - Document created by wpsadmin	→ Migration
May 19, 2009 11:26:57 AM EDT - wpsadmin - lovettec 2007-09-10	→ Pre-migration
May 19, 2009 11:26:57 AM EDT - wpsadmin - lovettec 2007-09-10	→

Sometimes vlad will show up as the user ID. This is the IBM employee who is doing most of the migration. You will see vlad on the pre-migration and migration content whenever vlad does the migration. You will see whichever IBM employee's user ID on those same elements when someone else does the actual migration.

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Appendix E: Miscellaneous Definitions and Acronyms

Definitions

CMA Term	WCM Term
Category	Site Area
Description	Abstract
Release Date	Publish Date
Link Type (Internal/External)	Link Target (Self/New Window)
Thumbnail	Icon
Expiration Date	Expiry Date
Associations	References

WCM Acronyms

AT	Authoring Template
WCM	Web Content Management
IWCM	IBM Web Content Management
ILWCM	IBM Lotus Web Content Management
SA	Site Area