



The Content Management Portal

A Web Content Management Tool

Developed by

**the Harris County
Information Technology Center**

The Content Management Portal
Application and Documentation created by
The Harris County Information Technology Center, Enterprise Technology Solutions Division
Version 1, published October 28, 2005
Version 2, published February 22, 2006

Table of Contents

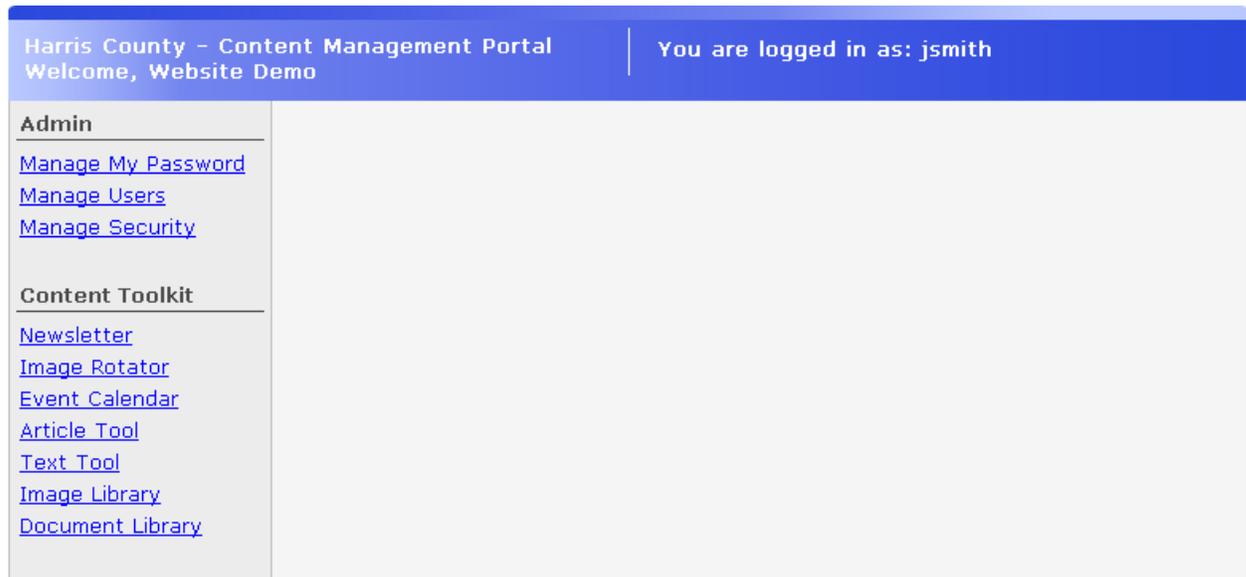
Introduction to the Content Management Portal	1
Description of the agency website template	2
Login to the Content Management Portal	6
Login to the Content Management Portal for the first time	6
Login when password and/or user name forgotten	8
Log out of the Content Management Portal	10
Using the Administrative Options	11
Manage My Password	11
Edit a current password	12
Set up password retrieval information	13
Manage Users	14
Add a new user	14
Reset a user's password	15
Change a user's security group.....	16
Delete a user.....	18
Manage Security.....	20
Add a new security group.....	20
Edit the name, resources and/or description of a security group	22
Delete a security group	25
View a description of each security resource	27
Using the Content Toolkit	28
Newsletter.....	29
Add a newsletter group	29
Delete a newsletter group	30
Compose and send an email to a newsletter group	31
Email an article saved in the document library to a newsletter group.....	33
Send an email with an attached newsletter to a newsletter group.....	37
Remove a subscriber from a newsletter group.....	40
Image Rotator.....	43
Select the Image Rotator and set the image transition time	43
Add an image to an Image Rotator from the Image Library	45
Add an image to an Image Rotator by browsing to a file	48
Update the alternate text and/or the description of an image	52
Delete an image from an Image Rotator	54
Preview the changes made to an Image Rotator	55
Event Calendar.....	56
Add an event to a calendar	56
Edit an existing calendar event	60
Delete an event from a calendar	62
Preview an existing calendar.....	64
Article Tool.....	65
Create and publish a news article	65
Edit and republish a news article.....	67
Remove a published news article.....	69
Select the featured article	70

Clear the featured article	72
Publish a hyperlink to an article in the Document Library.....	73
Publish a hyperlink to an article by browsing to a file (with or without an image) ...	76
Preview an article added to the website	84
Send an article to a newsletter group	85
Text Tool.....	87
Add, edit or delete text and/or images on a web page	87
Place a hyperlink on a web page	90
Place an image on a web page from the Image Library	93
Place an image on a web page by browsing to a file	98
Preview edited text.....	104
Page Tool	105
Add a new page to a website	105
Preview a new page added to a website	108
Reorder new pages added to a website.....	109
Section Tool.....	110
Add a section to a Section Tool page.....	110
Delete a section from a Section Tool page	113
Reorder sections on a Section Tool page	114
Edit a section on a Section Tool page.....	115
Image Library.....	116
Add a new image category.....	116
Update the name of an image category	117
Delete an image category	118
Add an image to an image category.....	119
Delete an image from an image category	121
Edit an image in the image library	122
Document Library	126
Add a new document category.....	126
Update a document category name	127
Delete a document category	128
Add a document to a document category.....	129
Preview a document in a document category.....	131
Delete a document from a document category.....	132
Using the Format Toolbar.....	133
Glossary of terms	136
Troubleshooting	138
Index	139

Introduction to the Content Management Portal

What is The Content Management Portal?

The Content Management Portal (CMP) is a secure website that provides authorized county personnel with access to a set of tools used to add, update, and delete website content for an agency. The CMP is displayed on the following screen.



Who will use the Content Management Portal?

The Harris County Information Technology Center (ITC) will set up one CMP administrative user within each agency. Administrative users will have privileges to update the content of their agency's website and to add additional CMP users within their agency if necessary.

How does the Content Management Portal work?

An agency's web site will be created and published to the internet initially by ITC using a standard website template.

The tools available through the CMP are configured to work with the template to allow specific content to be added, updated and deleted as needed. Thus, after initial publication, authorized users of the CMP will not have to depend on ITC to maintain the entire content of their websites. Some web content will not be updateable using the CMP.

Once a change is made and saved by an authorized user through the CMP, it is immediately published on the agency's website.

The standard pages that will be used to create an agency website are explained in the next section titled *Description of the agency website template*.

Description of the agency website template

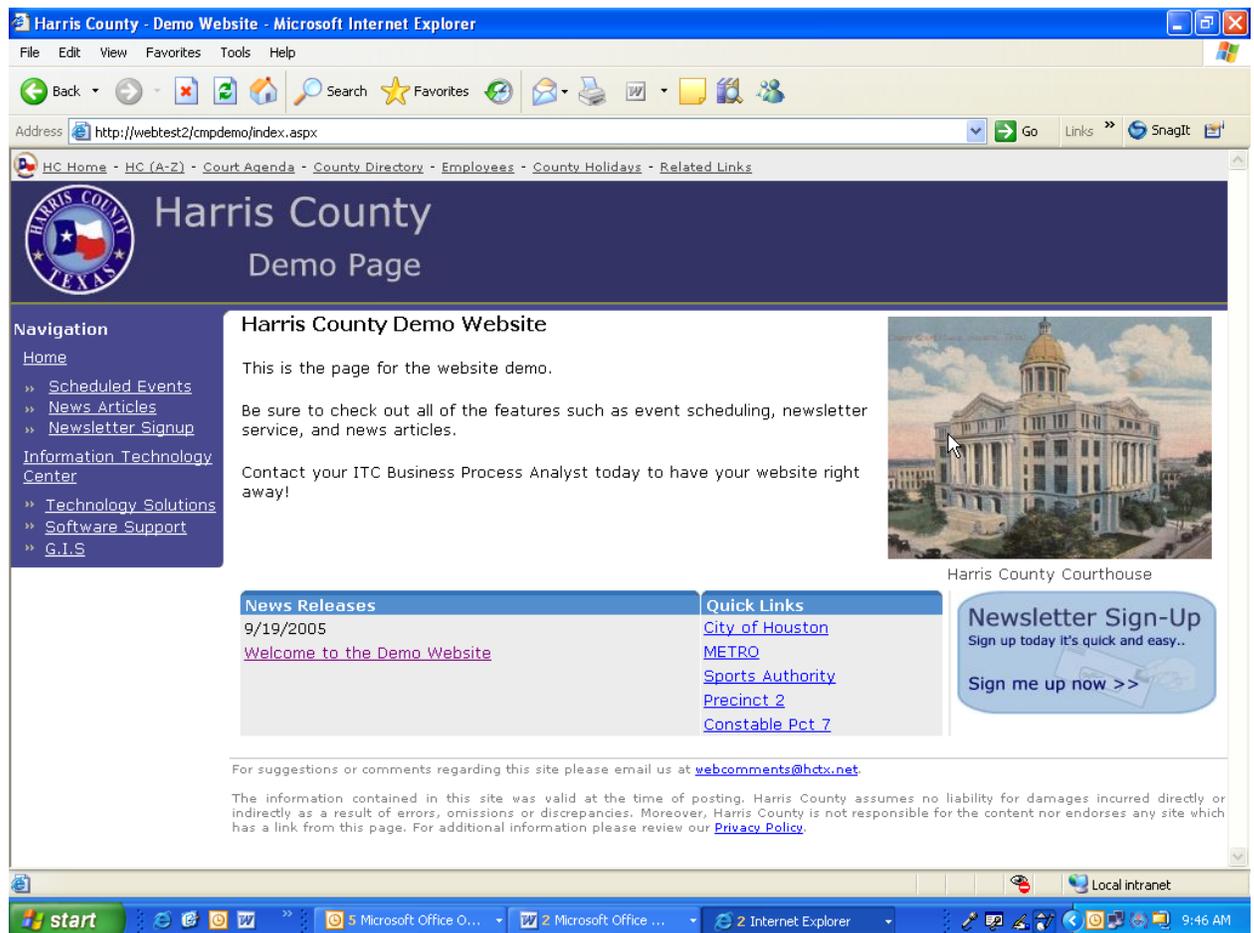
The Home page

An agency's home page will include links to the various pages within the site. A typical agency website will include a scheduled events calendar page, a news articles page and a newsletter sign up page.

Agency administrators will use the CMP Event Calendar, Image Rotator, Article Tool, and Text Tool to make changes to website content.

The number of pages, images, articles or calendars published will vary from agency to agency and will be determined when the site is initially set up by ITC.

The standard Homepage Template is displayed on the following screen.



The Scheduled Events page

An agency's website may include one or more Scheduled Events calendars.

Agency administrators will use the CMP Event Calendar Tool to add, update and delete events from a calendar as needed.

Once an event change is made to a specified calendar and saved through the CMP, it is immediately displayed on the agency's Scheduled Events Page for that calendar. If an agency has more than one calendar, the calendars will be given unique names and will all be updateable through the CMP.

A sample Scheduled Events Template is displayed on the following screen.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Harris County Demo Page'. The page features a navigation menu on the left and a 'Scheduled Events' calendar for October 2005. The calendar is a grid with columns for days of the week (Sun to Sat) and rows for dates. Three 'CMP Review' events are listed on the 7th, 14th, and 21st of October. The browser's address bar shows the URL 'http://webtest2/cmpdemo/ScheduledEvents.aspx'.

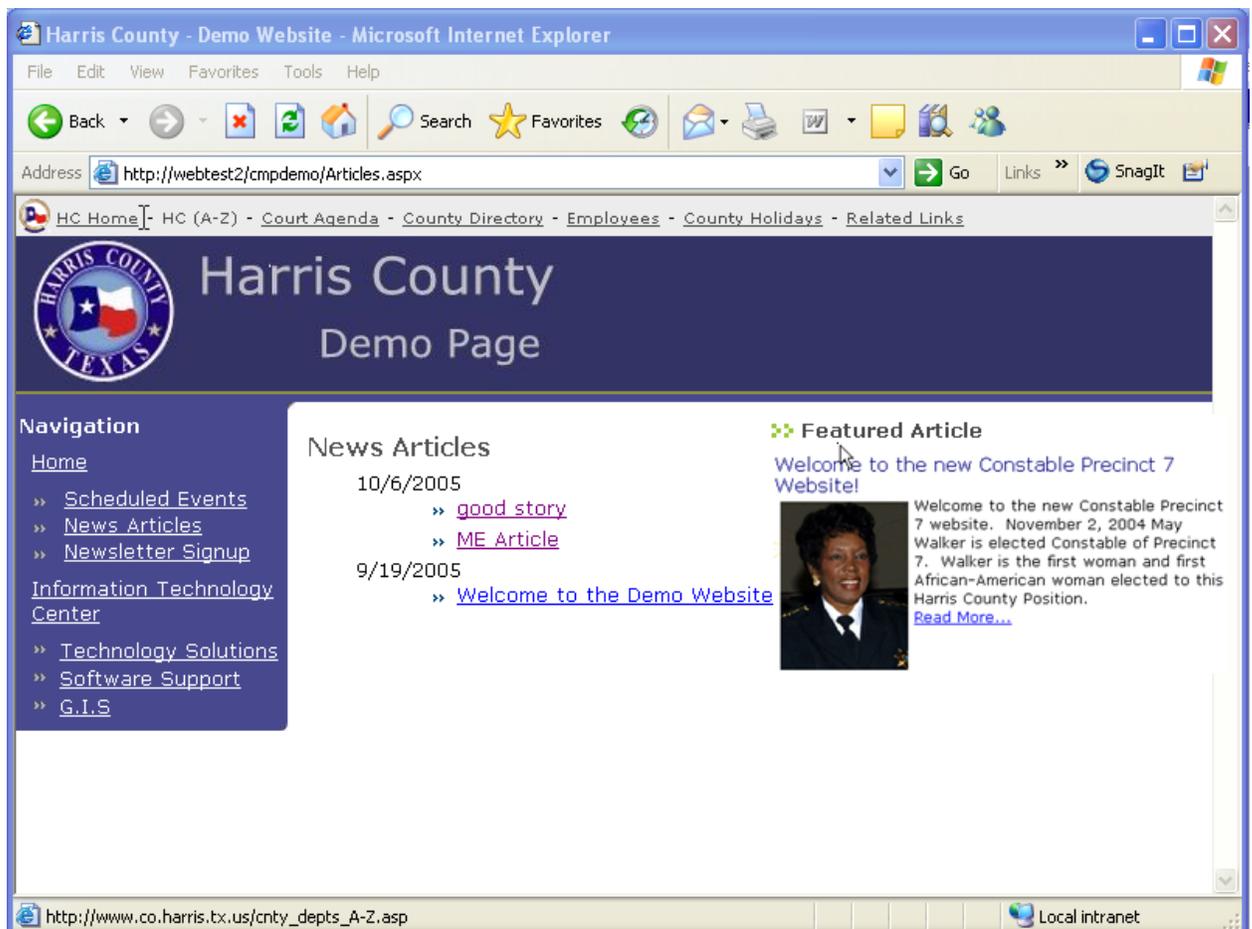
September		October, 2005						November	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	Sat	
2	3	4	5	6	7 CMP Review	8			
9	10	11	12	13	14 CMP Review	15			
16	17	18	19	20	21 CMP Review	22			

The News Articles page

An agency can publish articles to the web via links on a specified template such as a News Articles Page. An agency can have several different pages set up to display articles or information.

The CMP Article Tool can be used to create an article or to insert an article from an existing file. The Article Tool also allows agency administrators to update or delete articles and change the featured article as needed.

A sample News Articles Page Template is displayed on the following screen.

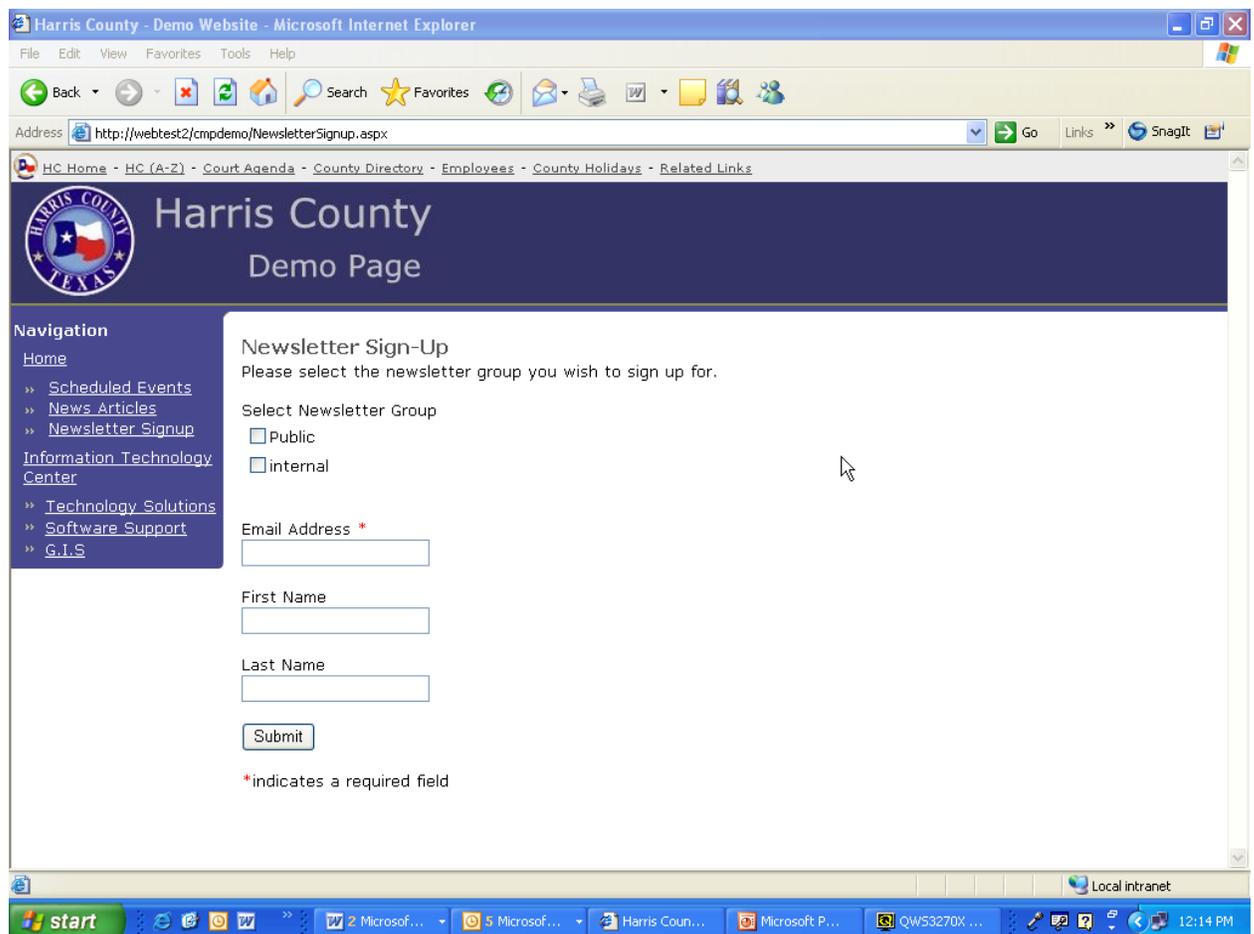


The Newsletter Sign-Up page

Visitors to an agency's website can register to receive the newsletter on the Newsletter Sign-up Page. A user may sign up to receive both public and internal emails.

Agency administrators can use the CMP to email the newsletter, or any other information, articles or agency updates, to registered users in one or more groups. Administrative users can also manage the email accounts of registered users.

A sample Newsletter Sign-Up Page Template is displayed on the following screen.



The screenshot displays a web browser window titled "Harris County - Demo Website - Microsoft Internet Explorer". The address bar shows the URL "http://webtest2/cmpdemo/NewsletterSignup.aspx". The page content includes a navigation menu on the left with links such as "Home", "Scheduled Events", "News Articles", "Newsletter Signup", "Information Technology Center", "Technology Solutions", "Software Support", and "G.I.S.". The main content area is titled "Harris County Demo Page" and "Newsletter Sign-Up". It contains the following text and form elements:

Newsletter Sign-Up
Please select the newsletter group you wish to sign up for.

Select Newsletter Group

- Public
- internal

Email Address *

First Name

Last Name

*indicates a required field

Login to the Content Management Portal

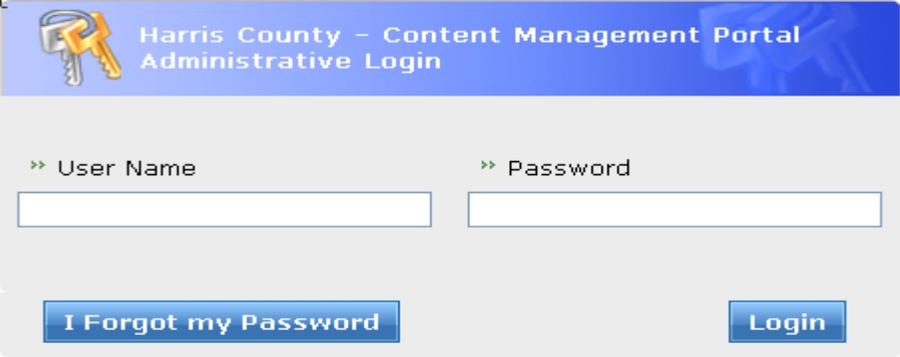
The CMP is a secure website. Only authorized users with a valid user name and password can access the site.

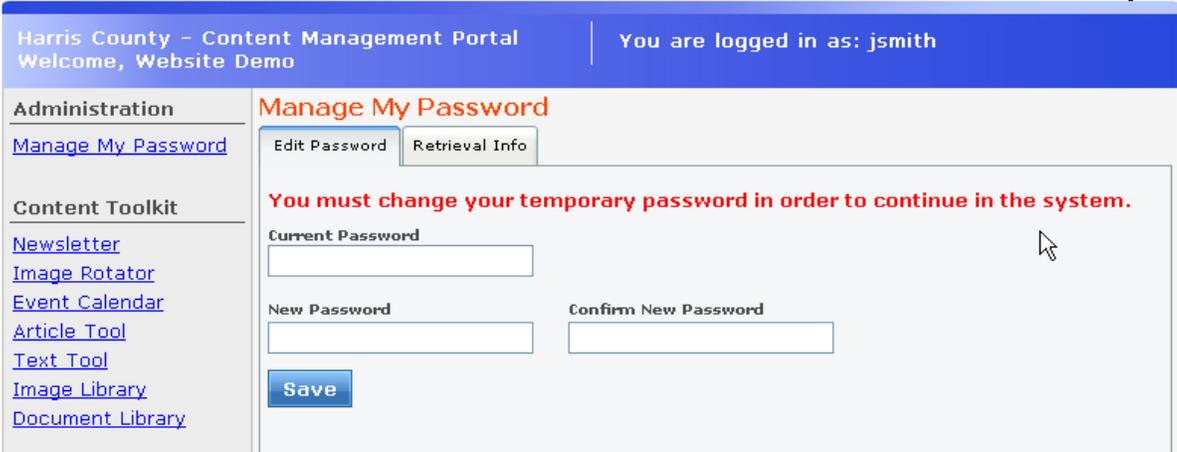
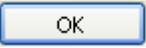
ITC will issue a CMP user name and password to an administrative user in each agency. Administrative users can then create additional user accounts within the same agency.

All CMP users will be set up with the temporary password **tempo** (not case sensitive).

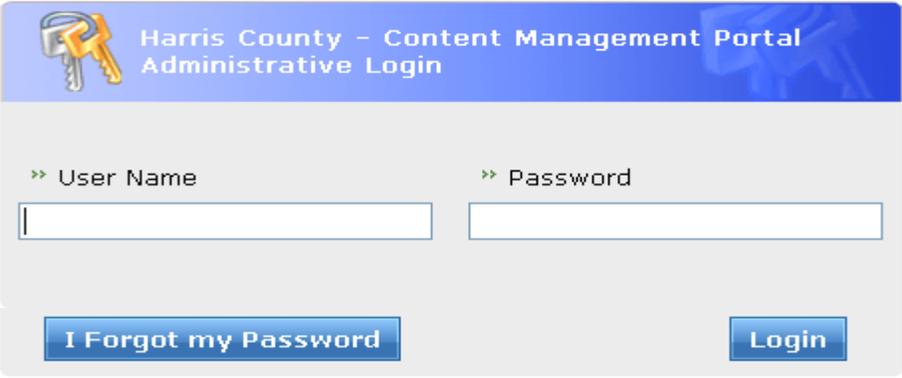
The first time a user logs in to the CMP, they will be prompted to change the temporary password.

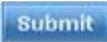
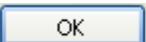
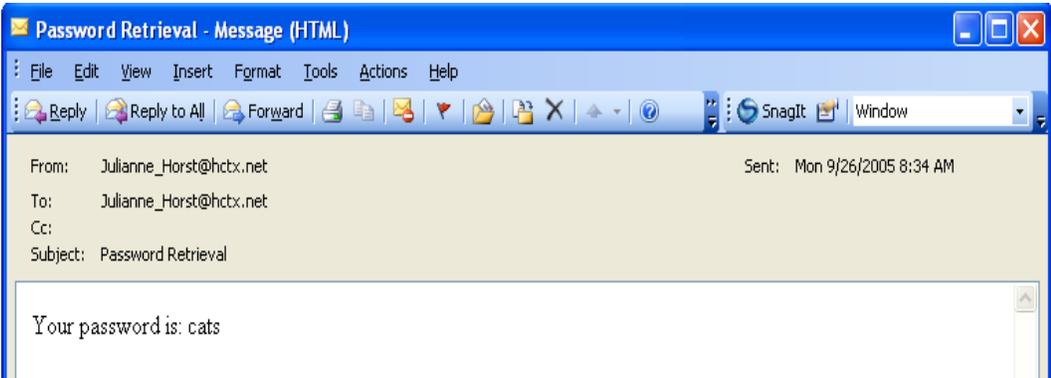
The procedures to login to the CMP are explained below.

Login to the Content Management Portal for the first time	
Step	Action
1	<p>Type the following address in the web browser: http://www.hctx.net/cmp/. The following screen will display.</p> 
2	<p>Type in the User Name.</p> <p>NOTE: User names are created by ITC or an agency administrator. A user name may vary in length from 1-20 characters and is not case-sensitive.</p>
3	<p>Type in the temporary password, tempo.</p> <p>NOTE: The temporary password is not case sensitive.</p>

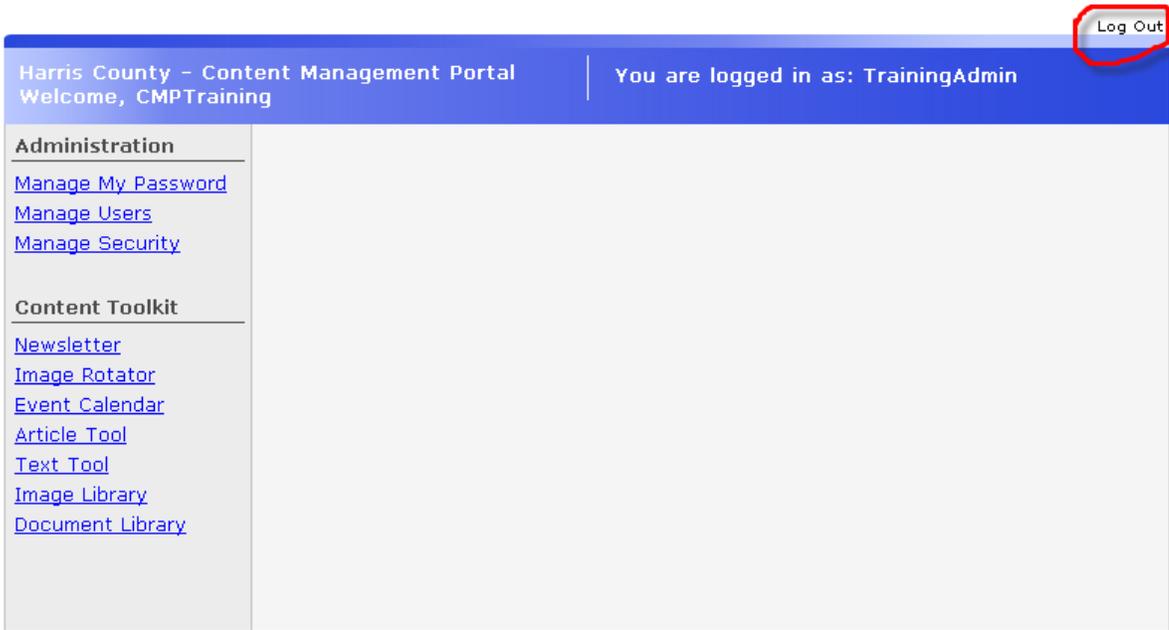
4	<p>Click  or press Enter. The following screen will display.</p> 
6	Type the temporary password, tempo, in the Current Password field.
7	<p>Type a new password in the New Password field.</p> <p>NOTE: Passwords are not case sensitive and can be 1-20 characters in length. A password can consist of letters or numbers or a combination of both.</p>
8	Retype the new password in the Confirm New Password field.
9	<p>Click . The following message will display.</p>  <p>NOTE: To retrieve a forgotten password via email, a security question and answer and an email address must be set up using the Administrative Option Manage My Password. DO THIS NOW so you can retrieve your password if necessary in the future. See the section titled <i>Set up password retrieval information</i> for a more detailed explanation.</p>
10	Click  .

Login when password and/or user name forgotten

Step	Action
1	<p>Type the following address in the web browser: http://www.hctx.net/cmp/ The following screen will display.</p> 
2	<p>Type in your User Name.</p> <p>NOTE: To retrieve a forgotten user name please contact your agency administrator or the ITC help desk at 713-755-6624.</p>
3	<p>Click . The following screen will display.</p> 

	 <p>See the section titled <i>Set up password retrieval information</i> for a more detailed explanation.</p>
4	Type in an answer to the displayed security question.
5	<p>Click . The following message will display.</p> 
6	Click  .
7	<p>The following password retrieval message will be sent to the email account of the user attempting to login.</p>  <p>NOTE: A password security question and answer and an email account must be set up by the user. See the section titled <i>Set up password retrieval information</i> for a more detailed explanation.</p>

Log out of the Content Management Portal

Step	Action
1	<p data-bbox="300 331 1479 407">To log out of the CMP click on the Log Out option in the top right corner of the CMP window. The Log Out option is circled on the following screen.</p>  <p data-bbox="300 1100 1469 1134">NOTE: Closing out the browser will also log out a user from a CMP session.</p>

Log Out

Harris County – Content Management Portal
Welcome, CMPTraining

You are logged in as: TrainingAdmin

Administration

[Manage My Password](#)

[Manage Users](#)

[Manage Security](#)

Content Toolkit

[Newsletter](#)

[Image Rotator](#)

[Event Calendar](#)

[Article Tool](#)

[Text Tool](#)

[Image Library](#)

[Document Library](#)

Using the Administrative Options

All CMP users will have the Administrative Option, Manage My Password, to change a password or set up a password retrieval email address and security question and answer. Administrative users will also have the Administrative Options, Manage Users and Manage Security, to add CMP users and assign security to those users.

Once an administrative user is logged in, the following Administrative Options are available:

- **Manage My Password**
- **Manage Users**
- **Manage Security**

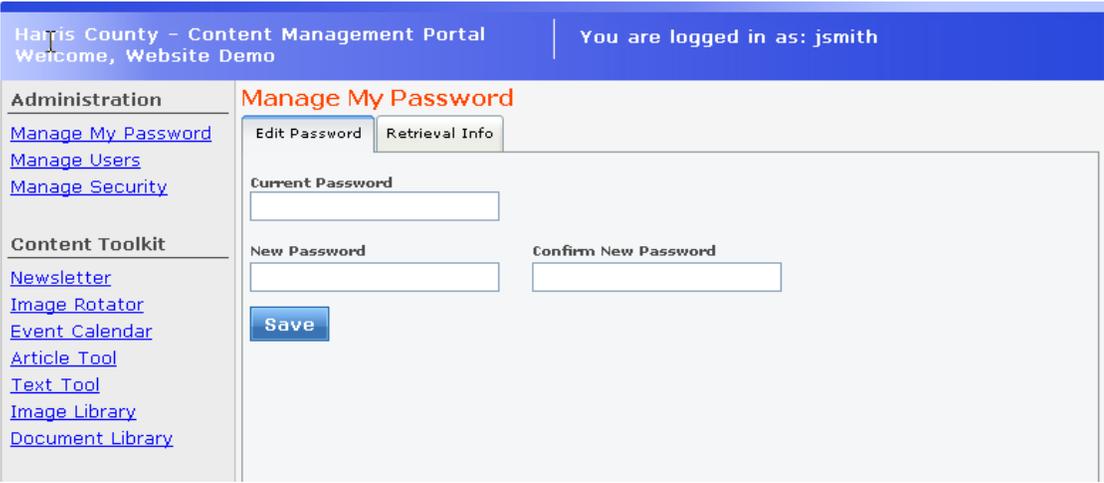
The procedures for each administrative option are explained below.

Manage My Password

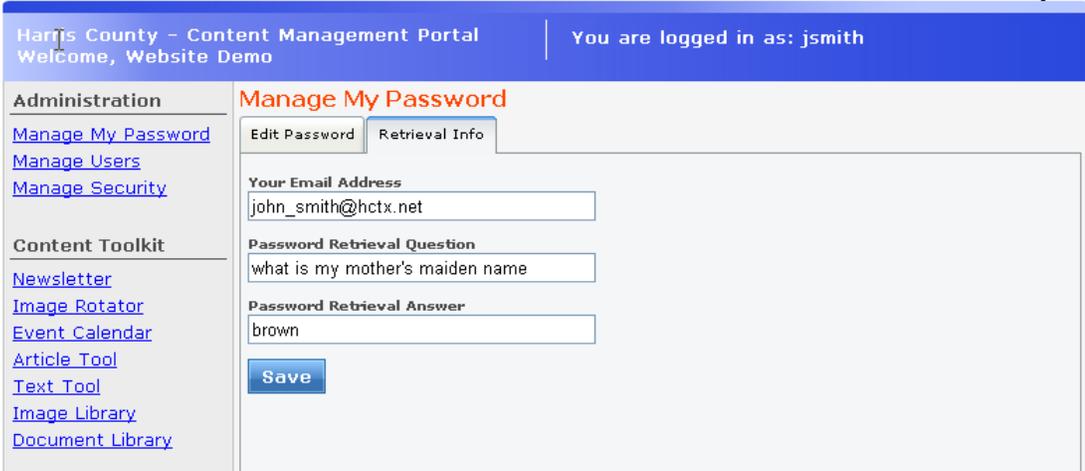
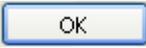
Select the Manage My Password link from the Administrative Options to access the following tabs:

- **Edit Password** – Select this tab to perform the following procedure:
 - **Edit a Current Password**
- **Retrieval Info** – Select this tab to perform the following procedure:
 - **Set up password retrieval information**

Edit a current password

Step	Action
1	<p>Select the <u>Manage My Password</u> link from the Administrative Options. The following screen will display.</p> 
2	Type in the Current Password.
3	Type a New Password. NOTE: Passwords are not case sensitive and can be 1-20 characters in length. A password can consist of letters or numbers or a combination of both.
4	Type the new password again in the Confirm New Password field.
5	Click  . The following message will display. 
6	Click  .

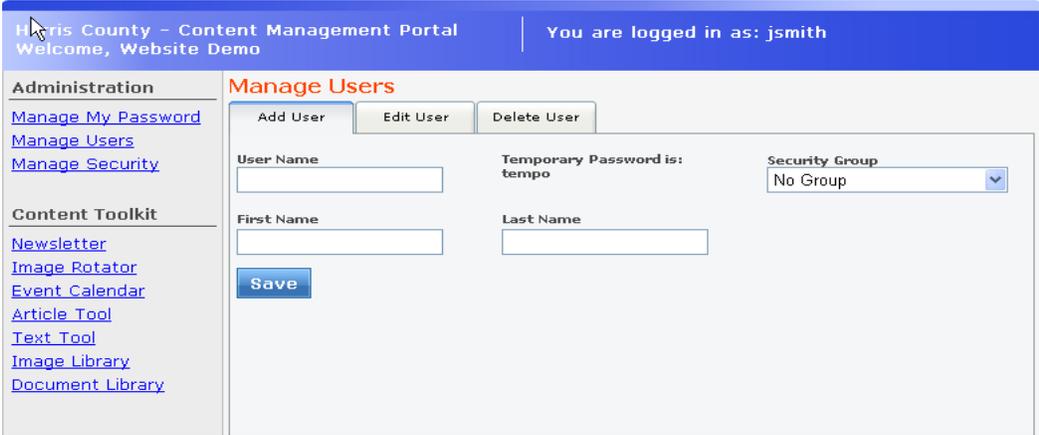
Set up password retrieval information

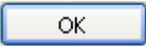
Step	Action
1	<p>Select Manage My Password from the Administrative Options. Select the Retrieval Info tab. The following screen will display.</p> 
2	<p>Enter a valid email address where a forgotten password can be sent.</p>
3	<p>Enter a Password Retrieval Question that will be asked when requesting that a forgotten password be emailed.</p>
4	<p>Enter the Password Retrieval Answer that will be required in order to receive a forgotten password via email.</p>
5	<p>Click . The following message will display.</p> 
6	<p>Click .</p>

Manage Users

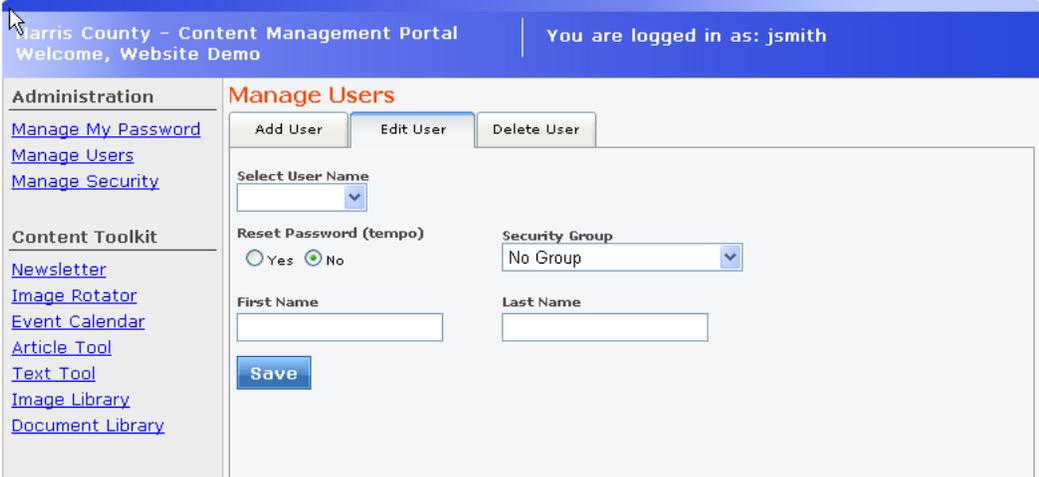
Select the Manage Users link from the Administrative Options to access the following tabs:

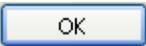
- **Add User** – Select this tab to perform the following procedure:
 - **Add a new user**
- **Edit User** – Select this tab to perform the following procedures:
 - **Reset a user’s password**
 - **Edit a user’s name**
 - **Change a user’s security group**
- **Delete User** – Select this tab to perform the following procedure:
 - **Delete an existing user**

Add a new user	
Step	Action
1	<p>Select Manage Users from the Administrative Options. The following screen will display.</p> 
2	<p>Type in the User Name of the new user.</p> <p>NOTE: Use the first initial of the user’s first name combined with the user’s last name to create the User Name. This is recommended because a user name is required to edit or delete a user profile, and this format is easily remembered.</p>
3	<p>Type in the First Name and Last Name of the new user.</p>

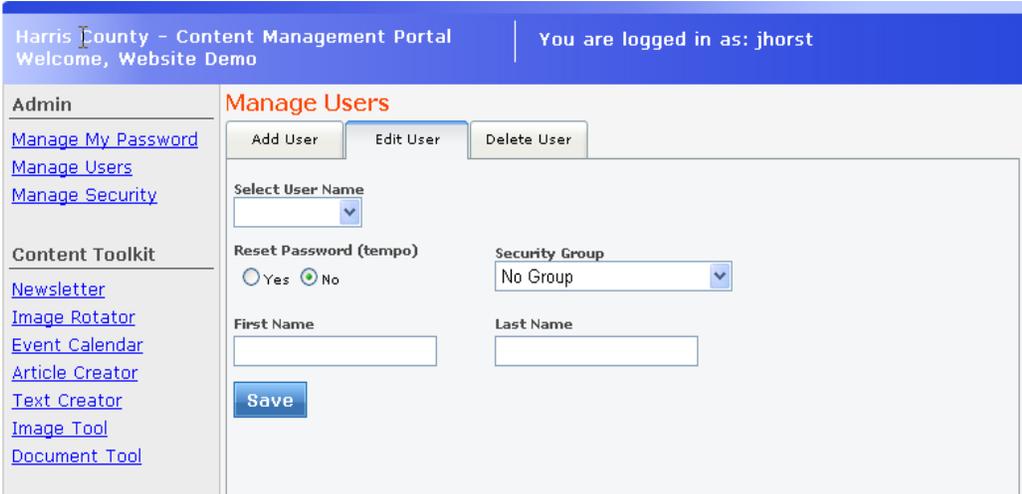
4	<p>Select a Security Group from the drop-down menu to assign a user's security resources.</p> <p>NOTE: A user's security clearance is determined by the resources of the Security Group to which they are assigned. To create a new Security Group with different resources, see the section titled <i>Add a new security group</i>.</p>
5	<p>Click . The following message will display.</p> 
6	<p>Click .</p>

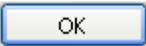
Reset a user's password

Step	Action
1	<p>Select Manage Users from the Administrative Options. Select the Edit User tab. The following screen will display.</p> 

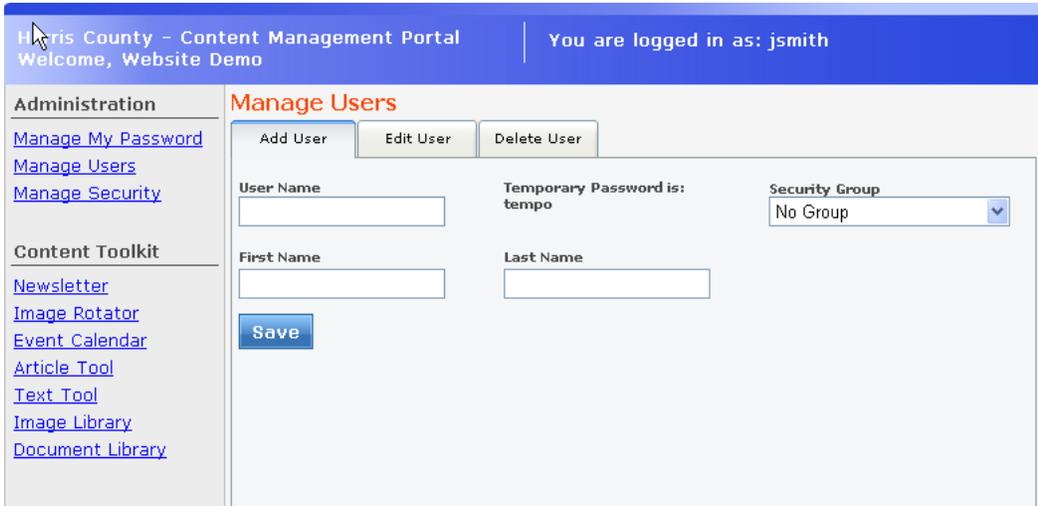
2	Select a user from the Select User Name drop-down menu.
3	Click the button next to Yes under Reset Password.
4	<p>Click . The following message will display.</p>  <p>NOTE: The user password is updated to the temporary password, tempo (not case-sensitive).</p>
6	Click  .

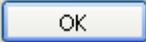
Change a user's security group

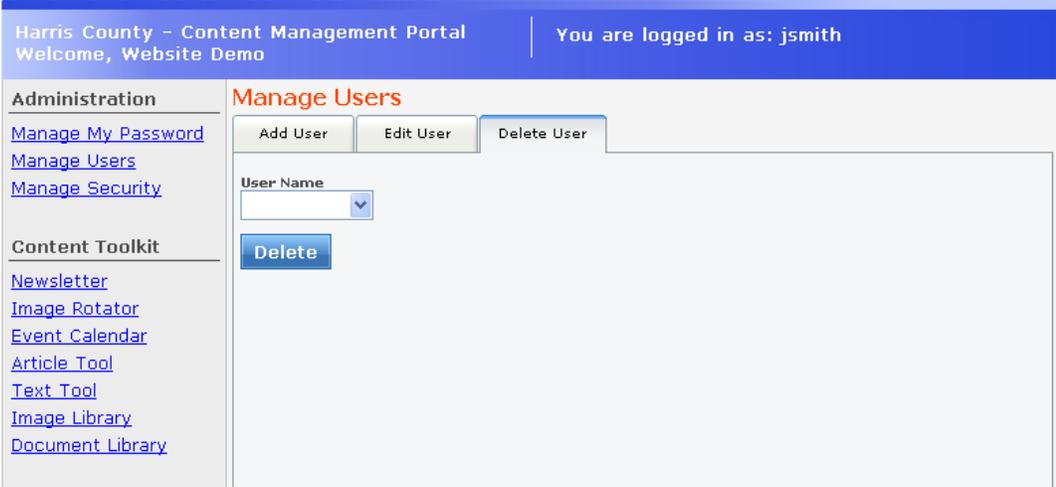
Step	Action
1	<p>Select Manage Users from the Administrative Options. Select the Edit User tab. The following screen will display.</p> 

2	Select a user from the Select User Name drop-down menu.
3	Select a security group from the Security Group drop-down menu.
4	Click  . The following message will display. 
5	Click  .

Change a user's name

Step	Action
1	Select Manage Users from the Administrative Options . Select the Edit User tab. The following screen will display. 
2	Select a user name from the Select User Name drop-down menu.

3	Type changes in the First Name and Last Name fields as needed.
4	<p>Click . The following message will display.</p> 
5	Click  .

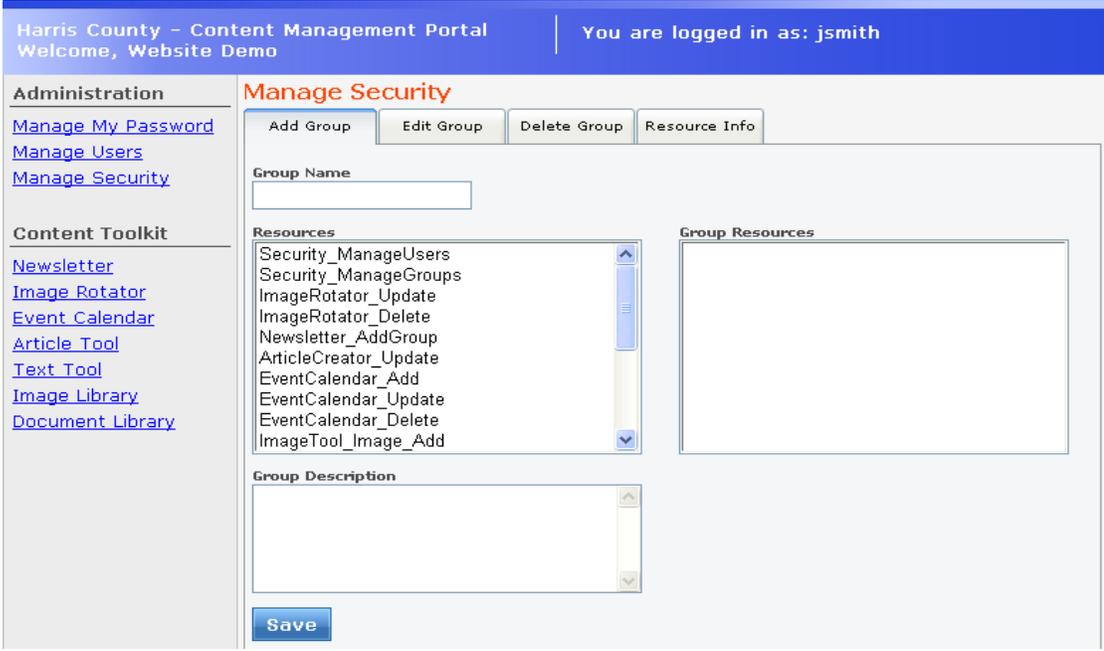
Delete a user	
Step	Action
1	<p>Select Manage Users from the Administrative Options. Select the Delete User tab. The following screen will display.</p> 
2	Select the user to be deleted from the User Name drop-down menu.

3	<p>Click . The following message will display.</p>  <p>The image shows a screenshot of a Microsoft Internet Explorer error dialog box. The title bar reads "Microsoft Internet Explorer" with a red close button on the right. The dialog box has a yellow warning triangle icon on the left and the text "User deleted." in the center. Below the text is a single "OK" button.</p>
4	<p>Click .</p>

Manage Security

Select the Manage Security link from the Administrative Options to access the following tabs:

- **Add Group** – Select this tab to perform the following procedure:
 - **Add a new security group**
- **Edit Group** – Select this tab to perform the following procedure:
 - **Edit the name, resources and/or description of a security group**
- **Delete Group** – Select this tab to perform the following procedure:
 - **Delete a security group**
- **Resource Info** – Select this tab to perform the following procedure:
 - **View a description of each security resource**

Add a new security group	
Step	Action
1	<p>Select Manage Security from the Administrative Options. The following screen will display.</p> 
2	Type the new group name in the Group Name Field.

- 3 Select one or more resources for the new group by clicking on each listing in the Resources box that needs to be added to the new group. The selected resources will display in the box on the right labeled Group Resources. The following screen shows resources that have been selected for a new group:

Harris County - Content Management Portal
Welcome, CMPTraining

You are logged in as: TrainingAdmin

Administration

- [Manage My Password](#)
- [Manage Users](#)
- [Manage Security](#)

Content Toolkit

- [Newsletter](#)
- [Image Rotator](#)
- [Event Calendar](#)
- [Article Tool](#)
- [Text Tool](#)
- [Image Library](#)
- [Document Library](#)

Manage Security

Add Group | Edit Group | Delete Group | Resource Info

Group Name
new group

Resources

- Security_ManageUsers
- Security_ManageGroups
- ArticleCreator_Update
- Newsletter_RemoveSubscriber
- TextTool
- DocumentTool_Document_Add
- DocumentTool_Document_Delete
- Newsletter_AddGroup
- EventCalendar_Update
- Newsletter_SendEmail

Group Resources

- ImageTool_Image_Delete
- Newsletter_DeleteGroup
- EventCalendar_Add
- DocumentTool_Category

Group Description

Save

NOTE: To remove a resource listed in the Group Resources box, select the resource by clicking, and it will be removed from Group Resources box and added back to the Resources box.

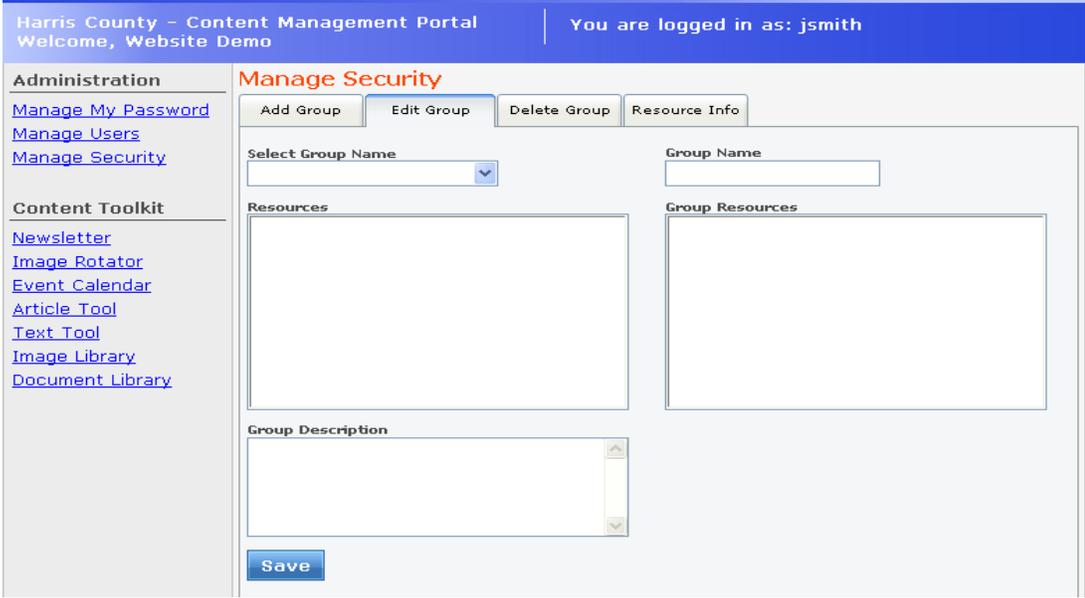
- 4 Type a Group Description.

- 5 Click . The following message will display.



- 6 Click .

Edit the name, resources and/or description of a security group

Step	Action
1	<p>Select Manage Security from the Administrative Options. Select the Edit Group tab. The following screen will display.</p>  <p>The screenshot shows the 'Manage Security' interface. At the top, it says 'Harris County - Content Management Portal' and 'Welcome, Website Demo'. On the right, it says 'You are logged in as: jsmith'. The main content area is titled 'Manage Security' and has four tabs: 'Add Group', 'Edit Group', 'Delete Group', and 'Resource Info'. The 'Edit Group' tab is selected. Below the tabs, there are two columns. The left column has a 'Select Group Name' dropdown menu, a 'Resources' list box, and a 'Group Description' text area. The right column has a 'Group Name' text box and a 'Group Resources' list box. At the bottom left, there is a 'Save' button. On the far left, there is a sidebar with 'Administration' and 'Content Toolkit' sections. Under 'Administration', there are links for 'Manage My Password', 'Manage Users', and 'Manage Security'. Under 'Content Toolkit', there are links for 'Newsletter', 'Image Rotator', 'Event Calendar', 'Article Tool', 'Text Tool', 'Image Library', and 'Document Library'.</p>

- 2 Select the security group that needs to be updated from the Select Group Name drop-down menu. The following screen will display.

Harris County – Content Management Portal
Welcome, CMPTraining | You are logged in as: TrainingAdmin

Administration

- [Manage My Password](#)
- [Manage Users](#)
- [Manage Security](#)

Content Toolkit

- [Newsletter](#)
- [Image Rotator](#)
- [Event Calendar](#)
- [Article Tool](#)
- [Text Tool](#)
- [Image Library](#)
- [Document Library](#)

Manage Security

Add Group | Edit Group | Delete Group | Resource Info

Select Group Name: new group

Group Name: new group

Resources

- Security_ManageUsers
- Security_ManageGroups
- EventCalendar_Update
- EventCalendar_Delete
- ImageTool_Image_Add
- ImageTool_Category
- ImageTool_Image_Delete
- Newsletter_DeleteGroup
- Newsletter_SendEmail
- Newsletter_RemoveSubscriber

Group Resources

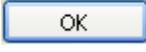
- ImageRotator_Update
- ImageRotator_Delete
- Newsletter_AddGroup
- ArticleCreator_Update
- EventCalendar_Add

Group Description: new group

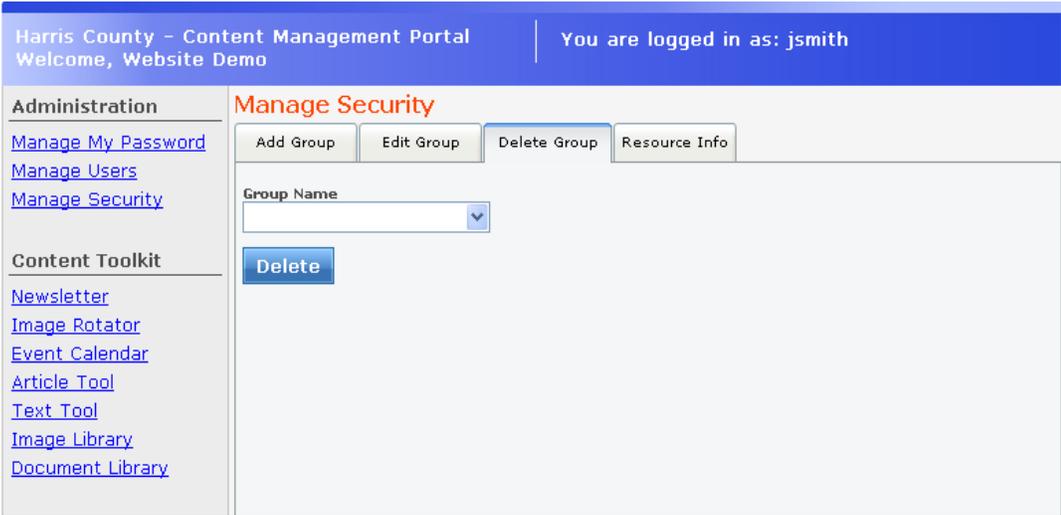
Save

- 3 If the name of the selected security group needs to be changed, type the desired changes in the Group Name field.
- If the name of the selected security group does not need to be changed, continue to step 4.

- 4 If the resources of the selected security group need to be changed:
- Add** resources to the selected group by clicking resources listed in the Resource box. This will add the resource to the Group Resources box.
- OR
- Delete** resources from the group by clicking resources listed in the Group Resources box. This will remove the resource and return it to the main Resources box.
- If the resources of the selected security group do not need to be changed, continue to step 5.

5	<p>If the description of the security group needs to be changed, type the desired changes in the Group Description text box.</p> <p>If the description of the selected security group does not need to be changed, continue to step 6.</p>
6	<p>Click . The following message will display.</p> 
7	<p>Click .</p>

Delete a security group

Step	Action
1	<p>Select <u>Manage Security</u> from the Administrative Options. Select the Delete Group tab. The following screen will display.</p>  <p>The screenshot displays the Harris County Content Management Portal interface. At the top, a blue header bar contains the text 'Harris County - Content Management Portal' and 'Welcome, Website Demo' on the left, and 'You are logged in as: jsmith' on the right. Below the header, there is a navigation menu on the left with two sections: 'Administration' and 'Content Toolkit'. Under 'Administration', there are links for 'Manage My Password', 'Manage Users', and 'Manage Security'. Under 'Content Toolkit', there are links for 'Newsletter', 'Image Rotator', 'Event Calendar', 'Article Tool', 'Text Tool', 'Image Library', and 'Document Library'. The main content area is titled 'Manage Security' and features four tabs: 'Add Group', 'Edit Group', 'Delete Group', and 'Resource Info'. The 'Delete Group' tab is selected and highlighted. Below the tabs, there is a 'Group Name' label followed by a dropdown menu. A 'Delete' button is positioned below the dropdown menu.</p>
3	<p>Select the group to be deleted from the Group Name drop-down menu.</p>

4

Click **Delete**. The following message will display with the specific name of the security group deleted.



NOTE: If you attempt to delete a security group that has assigned users, the following message will display:

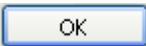


Click **Print User List**. A printer dialog box will display. Select a printer and click print.

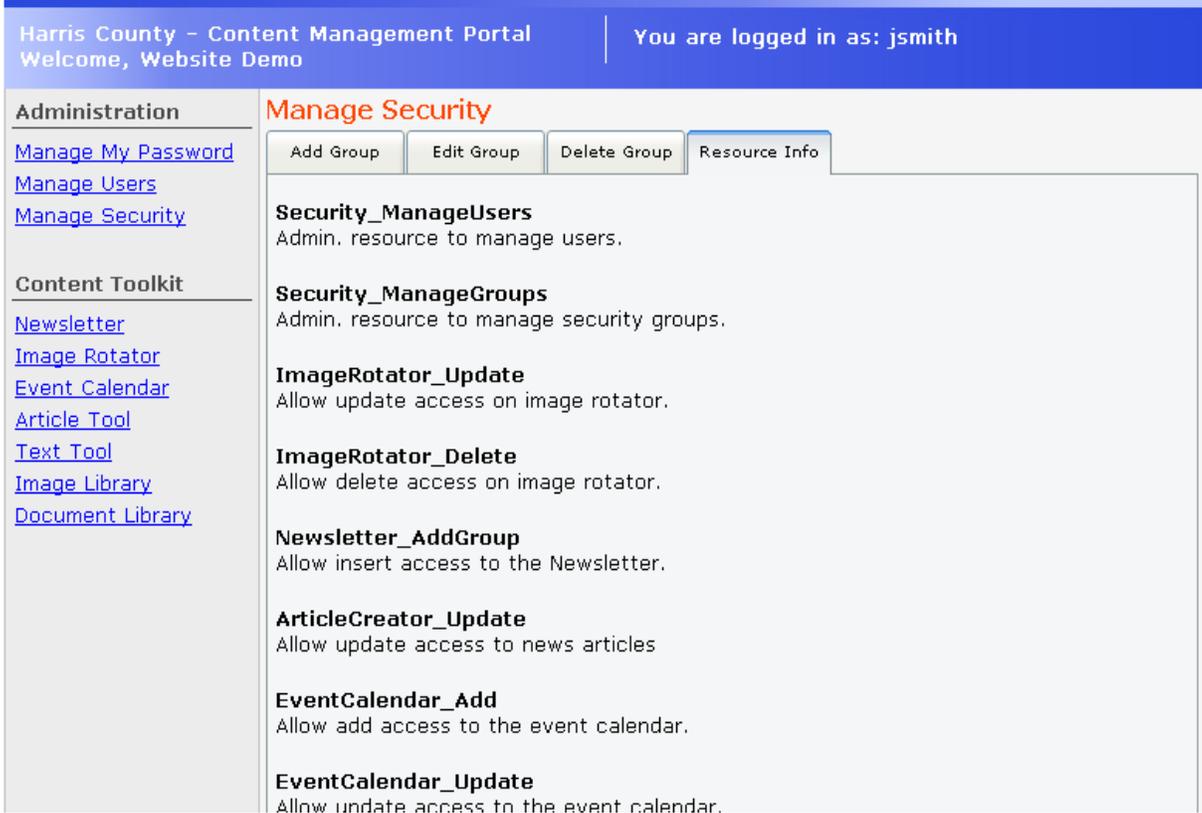
Change the security group for each user on the printed list or delete the user if appropriate. See the sections titled *Change a user's security group* and *Delete a user for more details*.

Once all users have been removed from the security group it can be deleted.

5

Click .

View a description of each security resource

Step	Action
1	<p>Select Manage Security from the Administrative Options. Select the Resource Info tab. The following screen will display. Each security resource and a brief description of that resource will display.</p>  <p>The screenshot displays the following security resources and their descriptions:</p> <ul style="list-style-type: none"> Security_ManageUsers: Admin. resource to manage users. Security_ManageGroups: Admin. resource to manage security groups. ImageRotator_Update: Allow update access on image rotator. ImageRotator_Delete: Allow delete access on image rotator. Newsletter_AddGroup: Allow insert access to the Newsletter. ArticleCreator_Update: Allow update access to news articles EventCalendar_Add: Allow add access to the event calendar. EventCalendar_Update: Allow update access to the event calendar.

Using the Content Toolkit

The tools in the Content Toolkit are used to add, update and delete content on an agency's website. Only those areas of an agency's website that are set up by ITC to work in conjunction with the CMP tools can be updated. Some website content may not be updateable using the CMP tools. Once a user logs in to the CMP, the following Content Toolkit options are available:

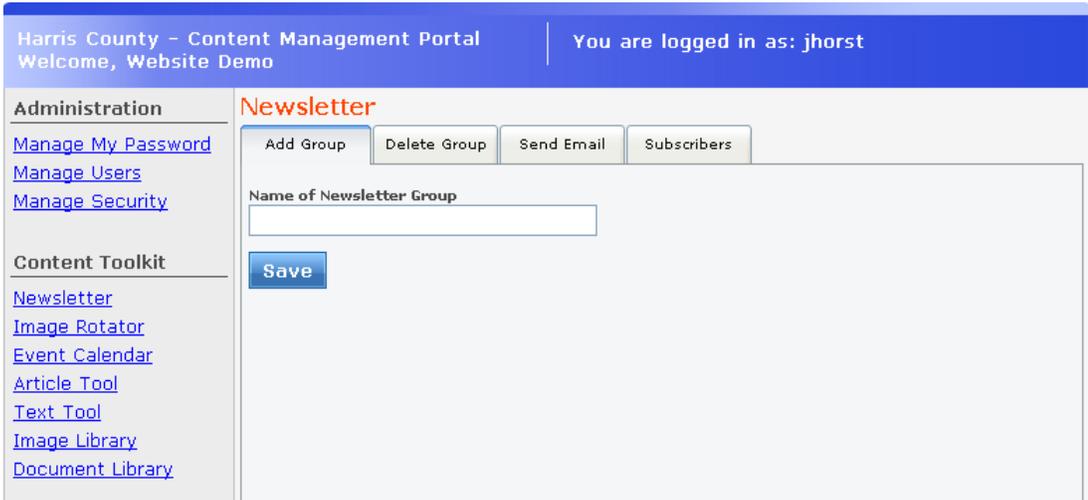
- **Newsletter** – This Content Toolkit option allows authorized CMP users to add and delete the newsletter group choices that display when a user signs up on the agency website to receive emails. Authorized CMP users can also use this option to remove subscribers who have signed up for a particular group and send emails to one or more newsletter groups.
- **Image Rotator** – This Content Toolkit option allows authorized CMP users to add and delete images that display on the image rotators on an agency's website. The number of image rotators on an agency's site is set up when the site is initially published by ITC.
- **Event Calendar** – This Content Toolkit option allows authorized CMP users to make changes to the events and event descriptions that display on an agency's scheduled events calendar. An agency website may be set up with none, one or many scheduled events calendars when the site is initially published by ITC.
- **Article Tool** – This Content Toolkit option allows authorized CMP users to maintain a news articles page on an agency website. The location of the news article page is set up when the agency website is initially published by ITC. An agency website may page for articles. Authorized CMP users can add, update and delete articles from the specified pages as needed.
- **Text Tool** – This Content Toolkit option allows authorized CMP users to update various text areas on an agency's website. The text areas that can be updated are defined by ITC when the agency website is initially published.
- **Image Library** – This Content Toolkit option allows authorized CMP users to organize and store image files to be used on an agency's website. The Image Library is saved to the ITC server, and all images published on an agency's website must be saved to the Image Library.
- **Document Tool** – This Content Toolkit option allows authorized CMP users to organize and store document files to be used on an agency's website. The Document Library is saved to the ITC server, and all documents published on an agency's website must be saved to the Document Library.

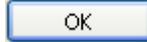
The detailed procedures for using each Content Toolkit option begin on the next page.

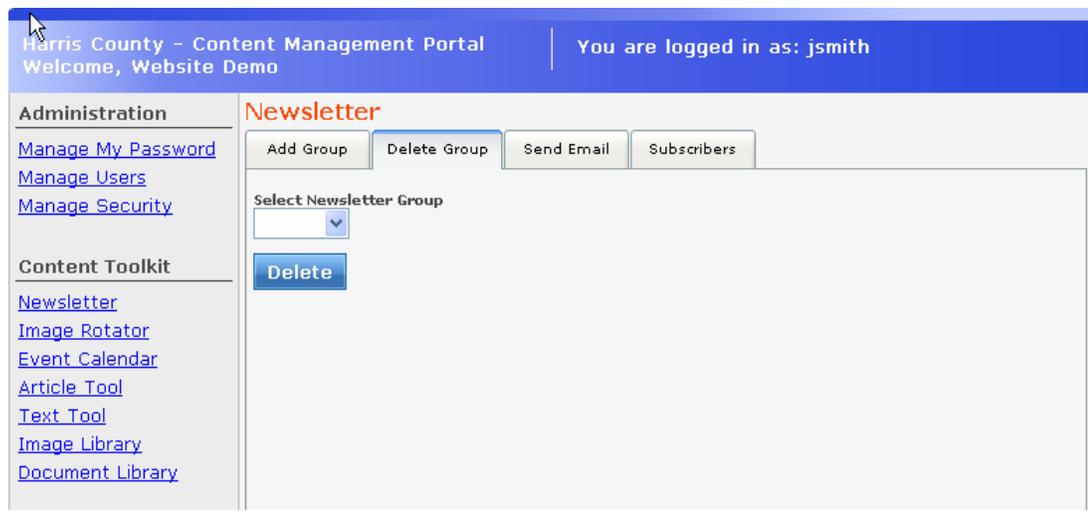
Newsletter

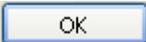
Select the Newsletter link from the Content Toolkit to access the following tabs:

- **Add Group** - Select this tab to perform the following procedure:
 - **Add a Newsletter Group**
- **Delete Group** - Select this tab to perform the following procedure:
 - **Delete a Newsletter Group**
- **Send Email** - Select this tab to perform the following procedures:
 - **Compose and send an email to a newsletter group**
 - **Send a link to an article in the Document Library to a newsletter group**
 - **Send an email with an attached newsletter to a newsletter group**
- **Subscribers** - Select this tab to perform the following procedure:
 - **Remove a subscriber from a newsletter group**

Add a newsletter group	
Step	Action
1	<p>Select <u>Newsletter</u> from the Content Toolkit. The following screen will display.</p> 
2	Type the new group name in the Name of Newsletter Group field.

3	<p>Click . The following message will display.</p>  <p>NOTE: The newsletter group will now display as one of the choices on the Newsletter Sign Up page on the agency website.</p> <p>ALWAYS access the agency website to verify changes made through the CMP.</p>
4	<p>Click .</p>

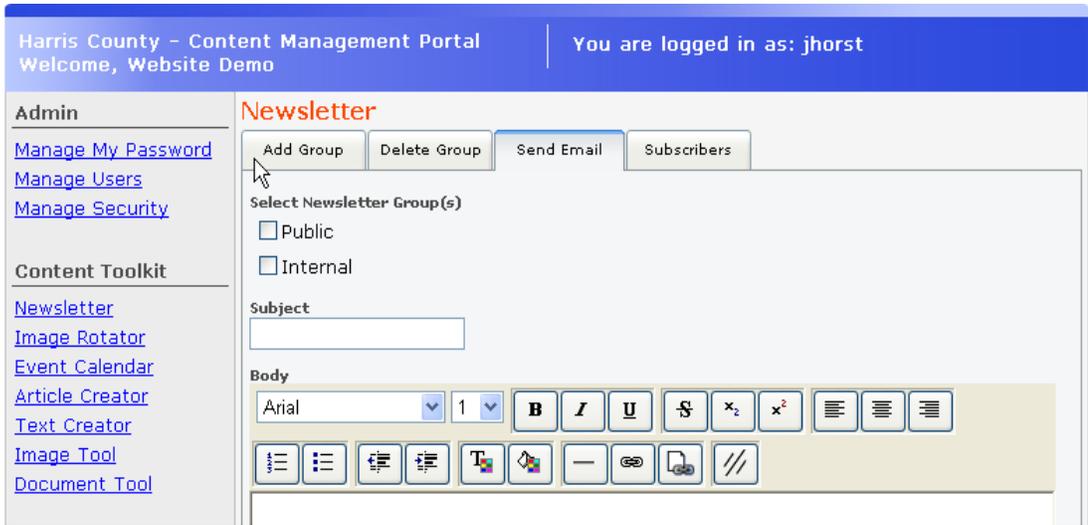
Delete a newsletter group	
Step	Action
1	<p>Select Newsletter from the Content Toolkit. Select the Delete Group tab. The following screen will display.</p> 

2	<p>Select the group to be deleted from the Select Newsletter Group drop-down menu.</p> <p>NOTE: Once a newsletter group is deleted it will no longer be listed as one of the choices on the agency website, Newsletter Sign Up page.</p>
3	<p>Click . The following message will display:</p> 
4	<p>Click .</p>

Compose and send an email to a newsletter group	
Step	Action
1	<p>Select Newsletter from the Content Toolkit. Select the Send Email tab. The following screen will display.</p>

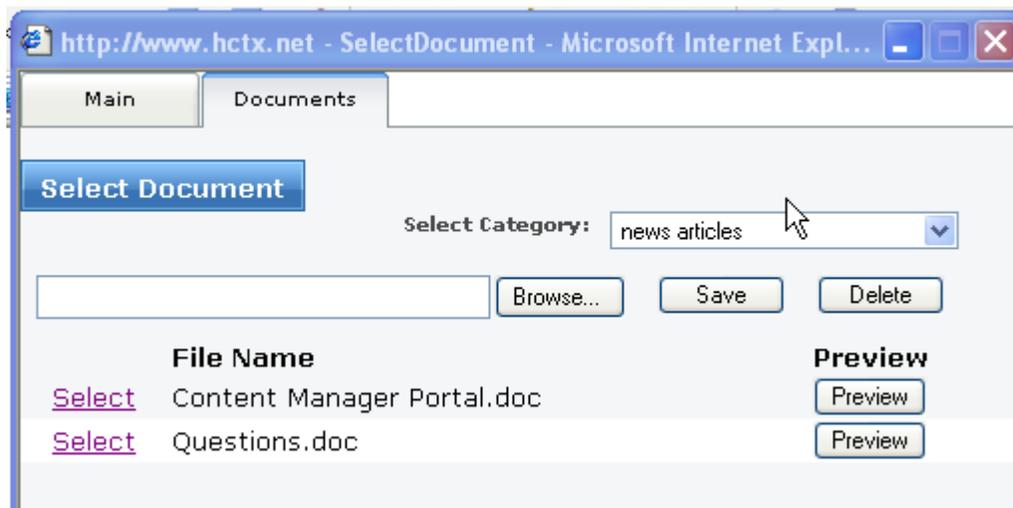
3	<p>Select the group or groups to receive the email by clicking the box next to the Select Newsletter Group(s) name.</p>
4	<p>Type in the subject of the email.</p> <p>NOTE: When the email is received by the group members, this will display as the email subject.</p>
5	<p>Type the email text in the text box provided.</p> <p>NOTE: When the email is received by the group members, the email text will display in the body of the email.</p>

6	<p>Click . The following message will display:</p> 
7	<p>Click .</p>

<h2>Email an article saved in the document library to a newsletter group</h2>	
Step	Action
1	<p>Select Newsletter from the Content Toolkit. Select the Send Email tab. The following screen will display.</p> 
2	<p>Select the group or groups to receive the email by clicking the box next to the Select Newsletter Group(s) name.</p>

3

Click the insert document icon, , on the format toolbar. The following screen will display.



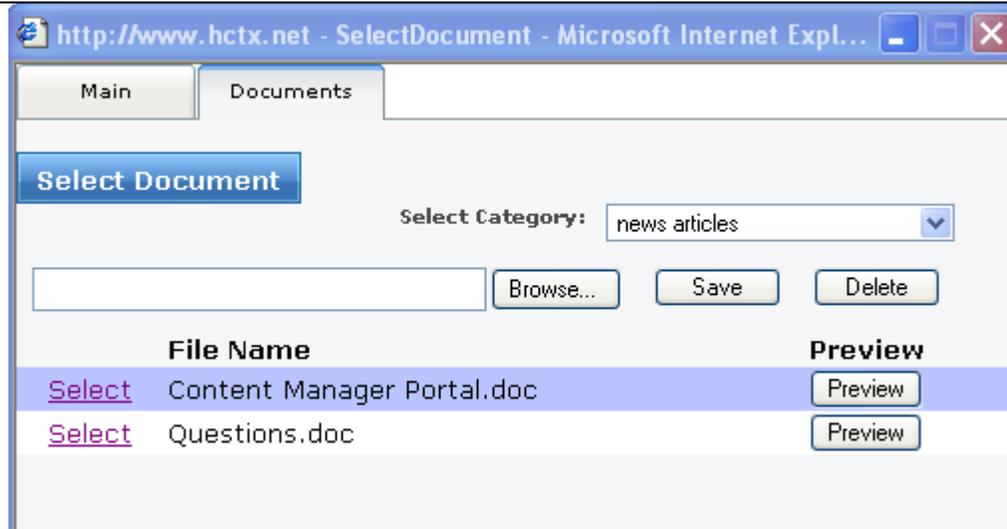
NOTE: The Select Category drop-down menu defaults to the most recently added document category. Change the Select Category drop-down menu to display the File Names for another category.

If there is no category listed in the Select Category Drop down menu, access the Document Library from the Content Toolkit to create a document category and add files. All files added to an agency website must be saved to the Document Library which is stored on the ITC server.

See the section titled *Document Library* for more information.

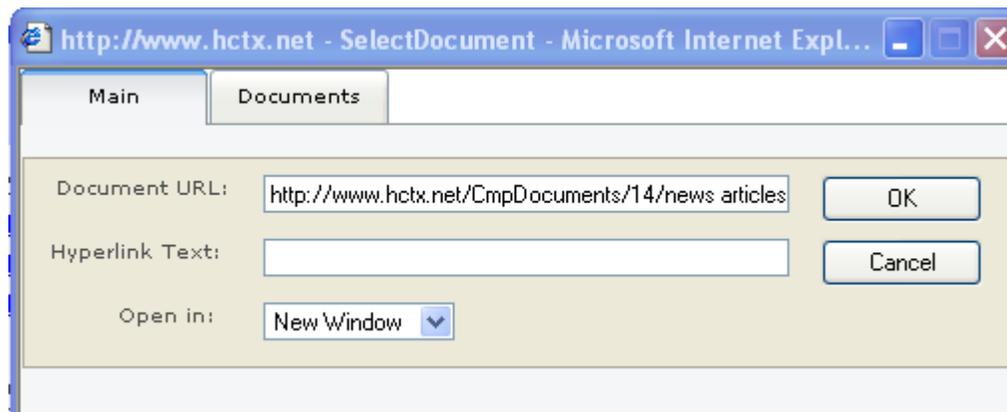
4

Click the Select link next to the file name to be emailed. The selected file will be highlighted.



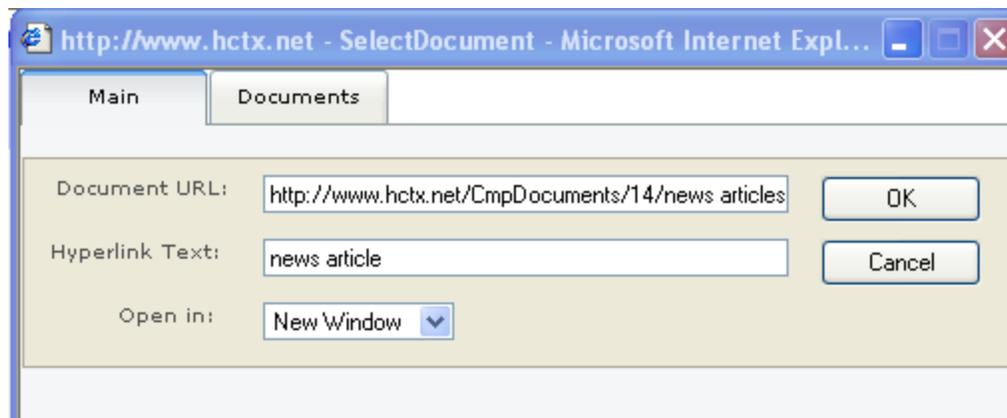
5

Click **Select Document**. The following screen will display.

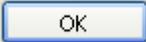
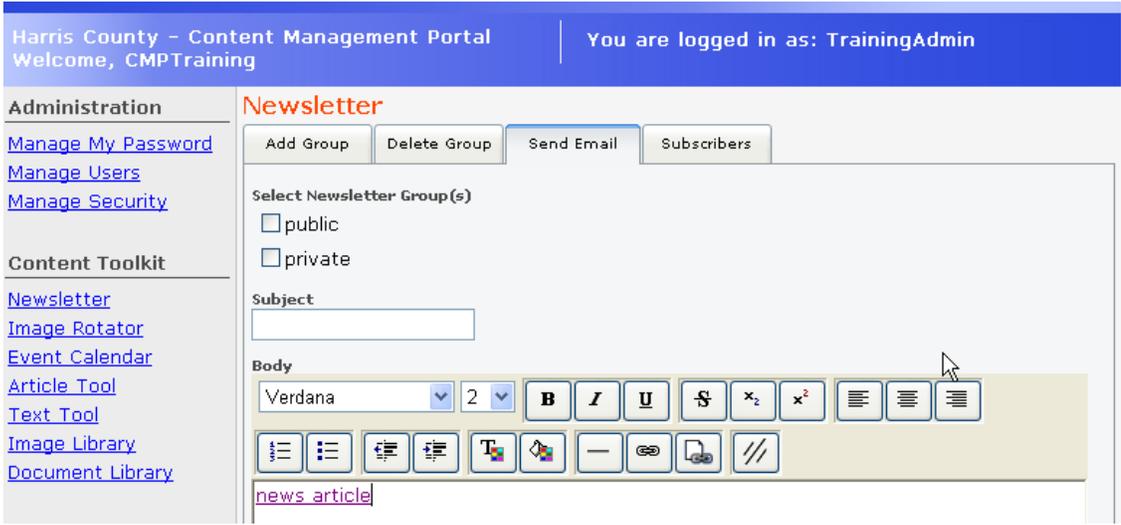
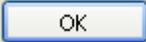


6

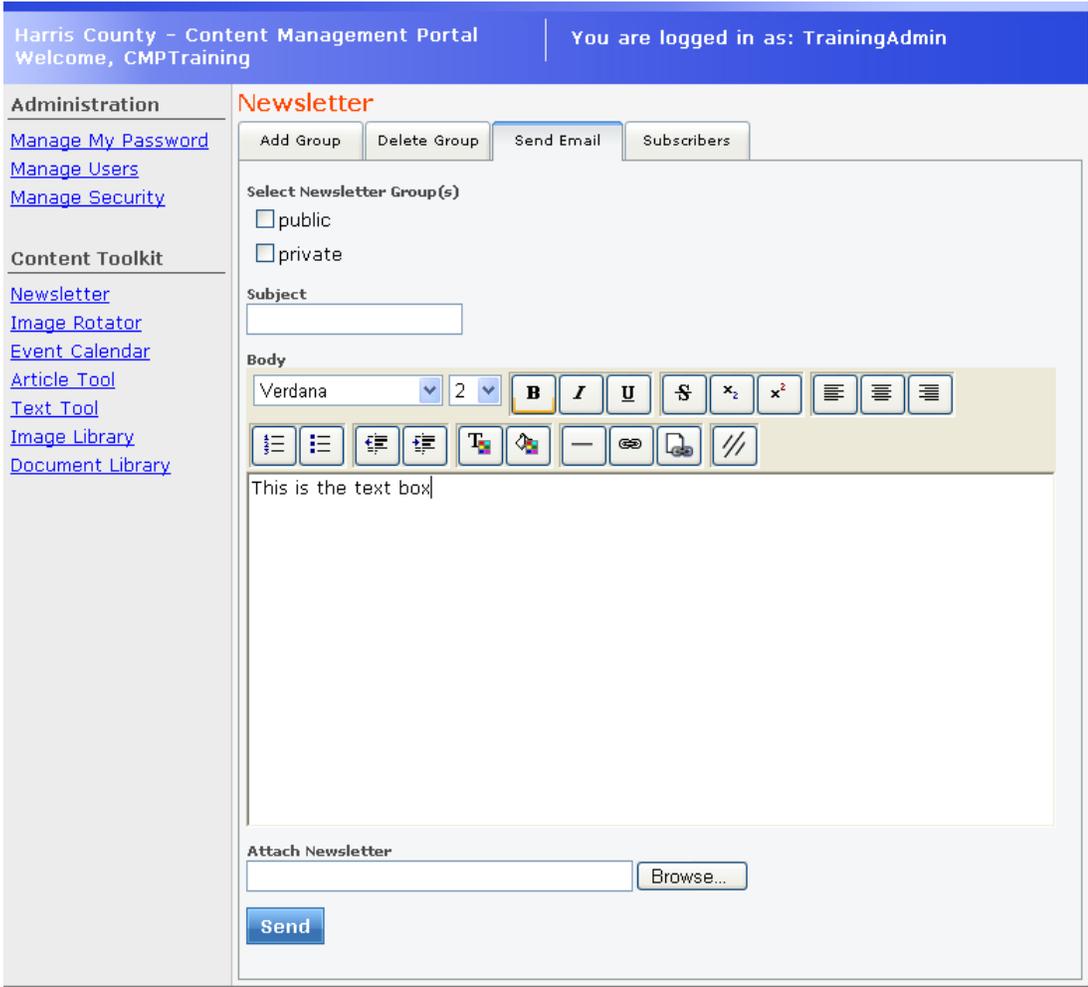
Type the name of the article in the Hyperlink Text field. In the sample screen below the Hyperlink Text typed is *news article*.



NOTE: The Hyperlink Text name will display in the email that is sent to the newsletter group members as a link to the selected article.

7	<p>Click . The following screen will display.</p> 
8	<p>Type in a Subject for the email.</p> <p>NOTE: This will display in the subject of the email received by subscribers in the newsletter group receiving the email.</p>
9	<p>Click . The following message will display:</p> 
10	<p>Click .</p>

Send an email with an attached newsletter to a newsletter group

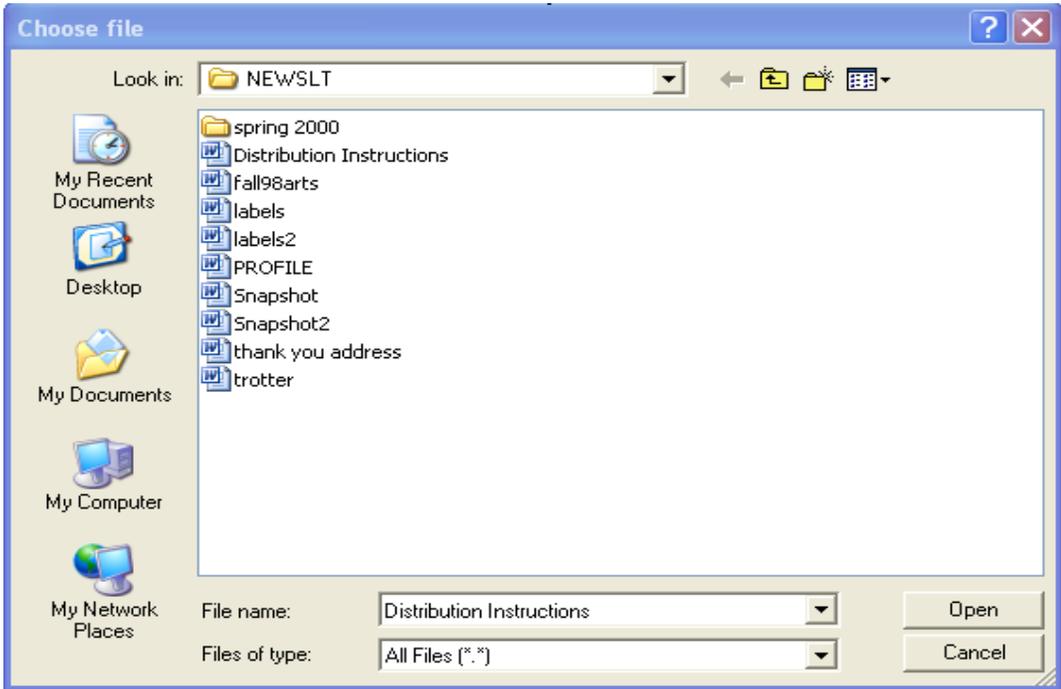
Step	Action
1	<p>Select Newsletter from the Content Toolkit. Select the Send Email tab. The following screen will display.</p> 
2	<p>Select the group or groups to receive the email by clicking the box next to the Select Newsletter Group(s) name.</p>
3	<p>Type in a subject of the email.</p> <p>NOTE: When the email is received by the group members, this will display as the email subject.</p>

4 Type the email text in the text box provided or use the Format Tool Bar* to insert text and/or images into the text box.

NOTE: When the email is received by the group members, the email text will display in the body of the email along with a link to the attached newsletter.

*See the section titled *Using the Format Tool Bar* for an explanation of the options available on the Format Toolbar.

6 Click . The Choose File window will open.



7 Navigate to the Newsletter file you wish to insert.

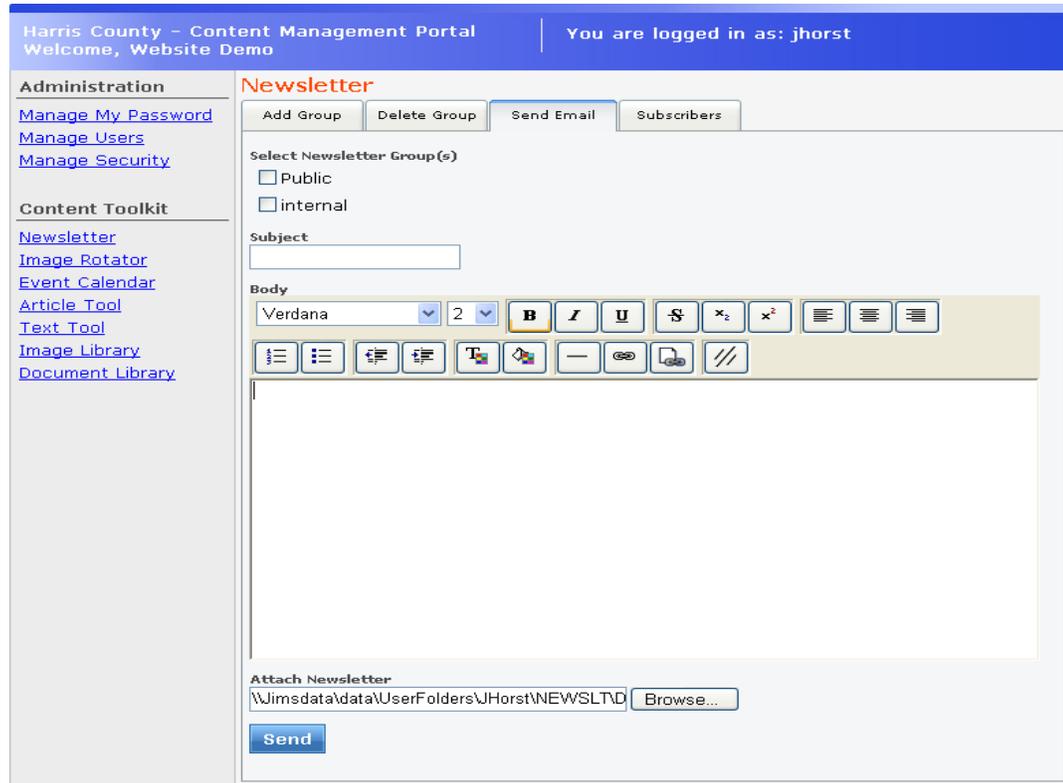
NOTE: Only .doc and .pdf files can be inserted.

8

Highlight the file to be inserted and double click, or highlight the file and click

 .

The selected newsletter file will display in the Attach Newsletter field on the following screen.



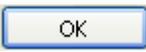
The screenshot shows the 'Harris County - Content Management Portal' interface. The user is logged in as 'jhorst'. The main area is titled 'Newsletter' and contains several tabs: 'Add Group', 'Delete Group', 'Send Email', and 'Subscribers'. Under 'Select Newsletter Group(s)', there are checkboxes for 'Public' and 'internal'. Below that is a 'Subject' text field. The 'Body' section features a rich text editor with a toolbar including options for font face (Verdana), size (2), bold, italic, underline, strikethrough, bulleted list, numbered list, and link. At the bottom, there is an 'Attach Newsletter' field with a file path '\jimsdata\data\UserFolders\JHorst\NEWSLTD' and a 'Browse...' button. A 'Send' button is located at the bottom left of the main form area.

9

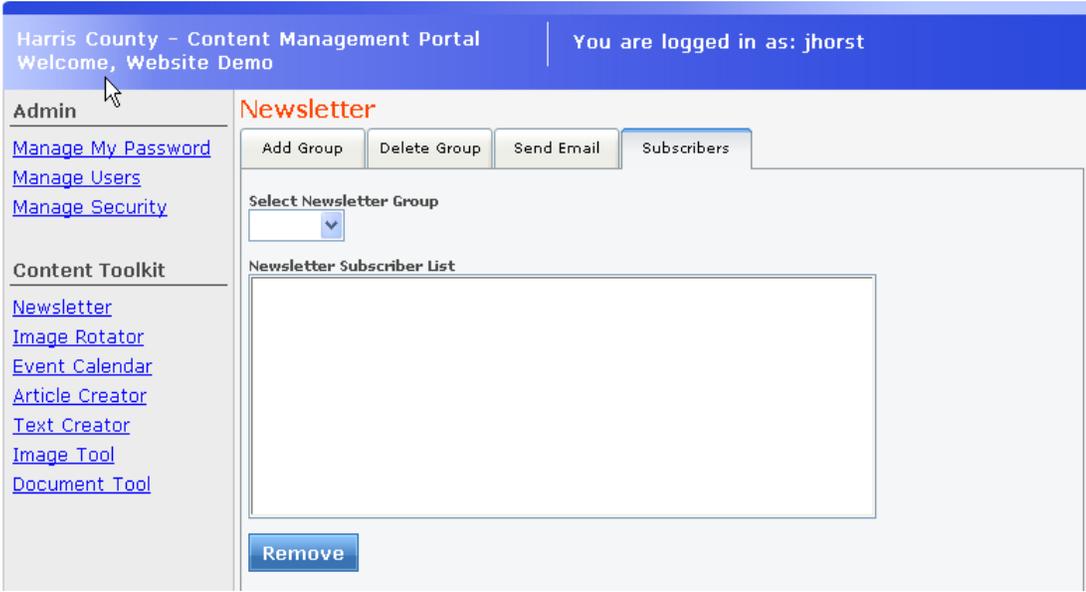
Click  . The following message will display.



10

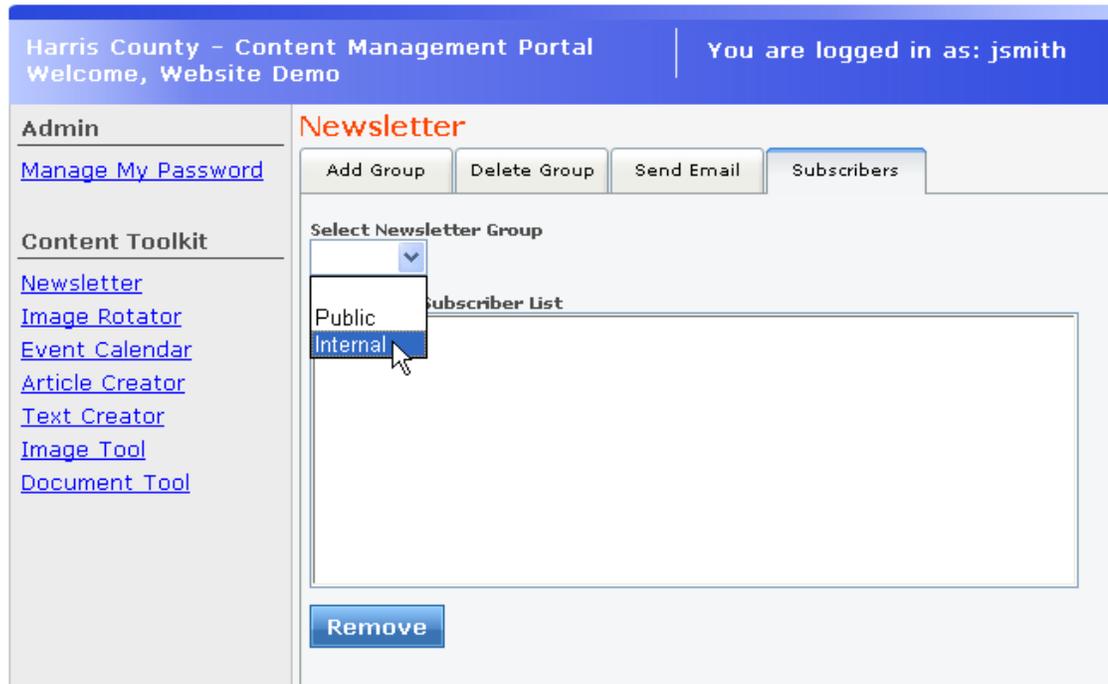
Click  .

Remove a subscriber from a newsletter group

Step	Action
1	Select Newsletter from the Content Toolkit .
2	<p>Select the Subscribers tab. The following screen will display.</p>  <p>The screenshot displays the Harris County Content Management Portal interface. At the top, a blue header bar contains the text "Harris County - Content Management Portal" and "Welcome, Website Demo" on the left, and "You are logged in as: jhorst" on the right. Below the header, there is a navigation menu with two main sections: "Admin" and "Content Toolkit". The "Admin" section includes links for "Manage My Password", "Manage Users", and "Manage Security". The "Content Toolkit" section includes links for "Newsletter", "Image Rotator", "Event Calendar", "Article Creator", "Text Creator", "Image Tool", and "Document Tool". The "Newsletter" link is highlighted. To the right of the navigation menu, the "Newsletter" section is active, showing a sub-menu with "Add Group", "Delete Group", "Send Email", and "Subscribers" tabs. The "Subscribers" tab is selected. Below the tabs, there is a "Select Newsletter Group" dropdown menu. Underneath, there is a "Newsletter Subscriber List" table, which is currently empty. At the bottom of the list, there is a "Remove" button.</p>

3

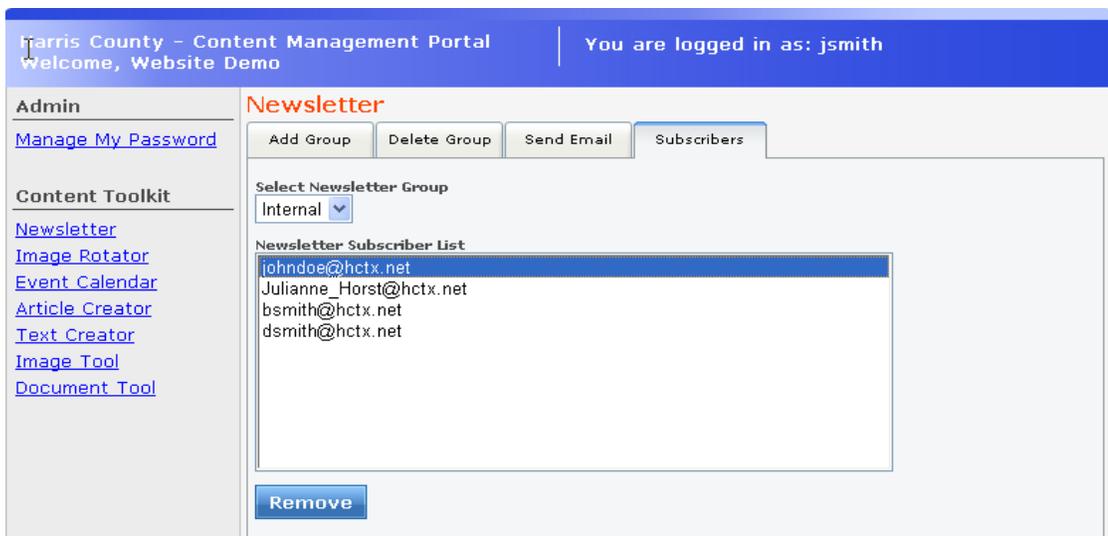
Select a Newsletter Group from the newsletter group drop-down menu. The following screen will display.



4

Click on the subscriber email address to be removed.

NOTE: To select multiple email addresses, hold down the control key while clicking additional listings.



5

Click .

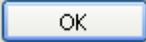
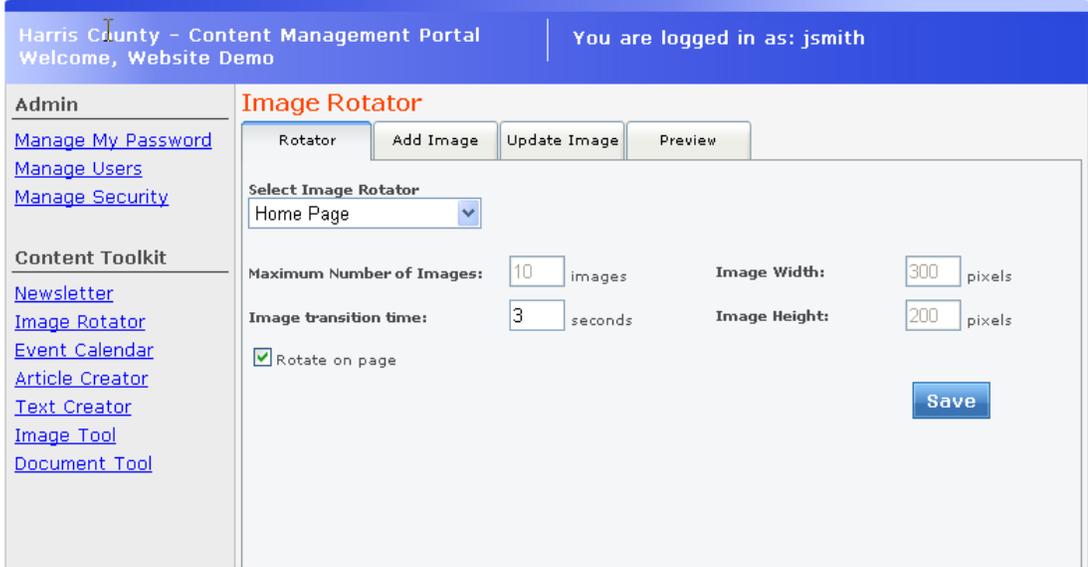
6	<p>The following message will display.</p> 
7	<p>Click . The deleted subscriber is removed and will no longer receive emails sent to the selected group.</p>

Image Rotator

Select this link from the Content Toolkit to access the following options:

- **Rotator** – Select this tab to perform the following procedure:
 - **Change the transition time between the images for a selected Image Rotator**
- **Add Image** – Select this tab to perform the following procedures:
 - **Add an image to an image rotator from the Image Library**
 - **Add an image to an image rotator by browsing to a file**
- **Update Image** – Select this tab to perform the following procedure:
 - **Update the alternate text and/or the description of an image**
 - **Delete an image from an image rotator**
- **Preview** – Select this tab to perform the following procedure:
 - **Preview updates to an image rotator**

Select the Image Rotator and set the image transition time

Step	Action
1	<p>Select <u>Image Rotator</u> from the Content Toolkit. The following screen will display.</p> 

2	<p>Select a specific image rotator location from the Select Image Rotator drop-down menu.</p> <p>NOTE: The image rotators available from the drop-down menu are set up when the website is initially published by ITC.</p> <p>The Maximum Number of Images field is typically set to 10.</p> <p>The image width and height are set for the rotator when the website is initially published by ITC.</p> <p>See the Handout titled <i>Advanced tips and tricks for the Content Management Portal</i> for more information about resizing images.</p>
4	<p>Enter the desired time lapse between images in the Image Transition Time field.</p> <p>NOTE: A typical transition time between images is 15 seconds.</p>
5	<p>Click . The following message will display.</p> 
6	<p>Click .</p>

Add an image to an Image Rotator from the Image Library

Step **Action**

1 Select **Image Rotator** from the **Content Toolkit**. Select the Add Image Tab. The following screen will display.

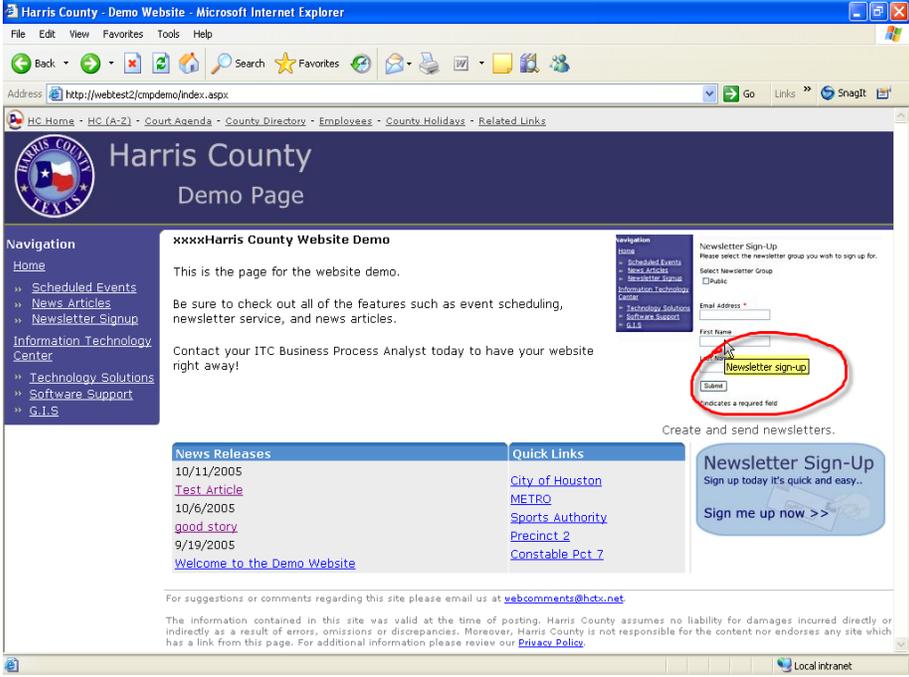
The screenshot displays the Harris County Content Management Portal. At the top, a blue header bar contains the text "Harris County - Content Management Portal" and "Welcome, Website Demo" on the left, and "You are logged in as: jsmith" on the right. Below the header, the page is divided into two main sections. On the left is a navigation sidebar with two categories: "Administration" and "Content Toolkit". Under "Administration", there are links for "Manage My Password", "Manage Users", and "Manage Security". Under "Content Toolkit", there are links for "Newsletter", "Image Rotator", "Event Calendar", "Article Tool", "Text Tool", "Image Library", and "Document Library". The "Image Rotator" link is highlighted. The main content area is titled "Image Rotator" and has four tabs: "Rotator", "Add Image", "Update Image", and "Preview". The "Add Image" tab is selected. In this tab, there is a "Select Image Rotator" dropdown menu set to "Home Page". Below this is an "Alternate Text" input field and a "Description" text area. A blue "Add Image" button is positioned above a "Select Category:" dropdown menu, which is also set to "Home Page". Below the category menu are three buttons: "Browse...", "Save", and "Delete". The "Browse..." button is active, showing a preview of an image from the library. The preview includes a "Navigation" menu on the left with items like "Home", "Scheduled Events", "News Articles", "Newsletter Sign-Up", "Information Technology Center", "Technology Solutions", "Software Support", and "GIS". The main preview content is a "Newsletter Sign-Up" form with a heading, a sub-heading "Please select the newsletter group you wish to sign up for.", a "Select Newsletter Group" dropdown menu with "Public" selected, and input fields for "Email Address *", "First Name", and "Last Name". A "Submit" button is at the bottom of the form, with a note "*Indicates a required field". Below the form, there are three radio button options for image selection: "NewsletterSignup.jpg", "signup.jpg", and "logo.gif". The "NewsletterSignup.jpg" option is selected, and its preview is shown as a blue rounded rectangle with the text "Newsletter Sign-Up", "Sign up today it's quick and easy..", and "Sign me up now >>". The "logo.gif" option is also visible, with its preview being the Harris County Texas logo.

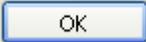
2	<p>Select a specific image rotator location from the Select Image Rotator drop-down menu.</p> <p>NOTE: The image rotators available from the drop-down are set up when the website is initially published by ITC.</p>
3	<p>Select an image category from the Select Category drop-down menu. The images for that Image Library category will display.</p> <p>NOTE: If there is no category listed in the Select Category Drop down menu, access the <u>Image Library</u> from the Content Toolkit to create an image category and add files. All image files added to an agency website must be saved to the Image Library which is stored on the ITC server.</p> <p>See the section titled <i>Image Library</i> for more information.</p>
4	<p>Select a displayed image by clicking the selection button next to the image name.</p>

5

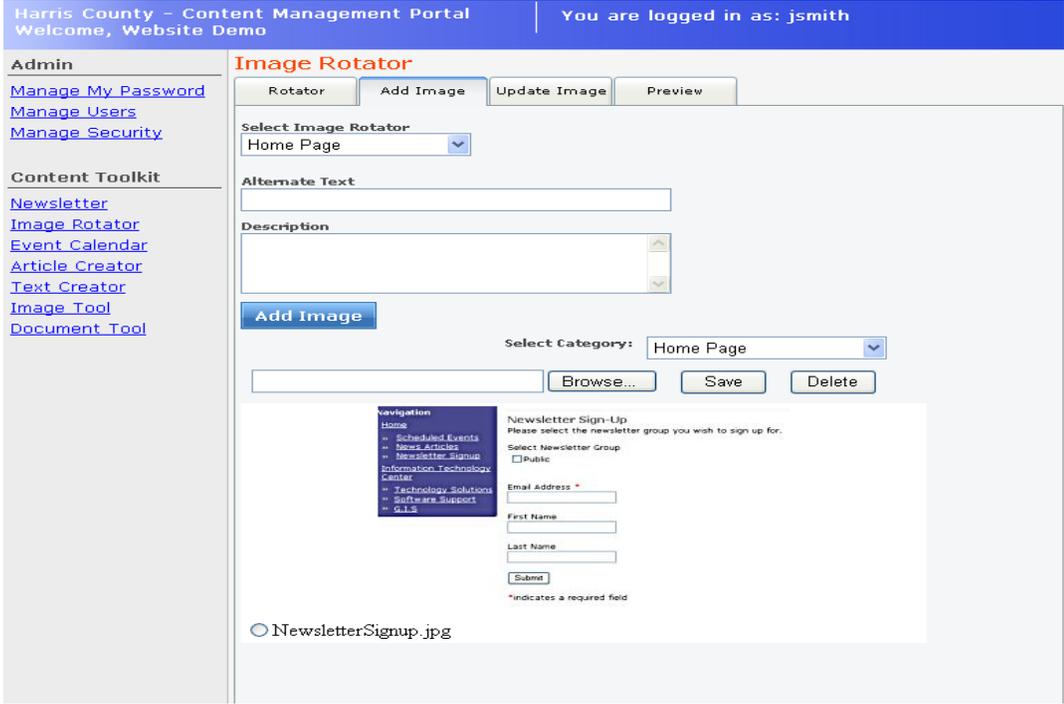
Type an alternate text title for the image in the Alternate Text field.

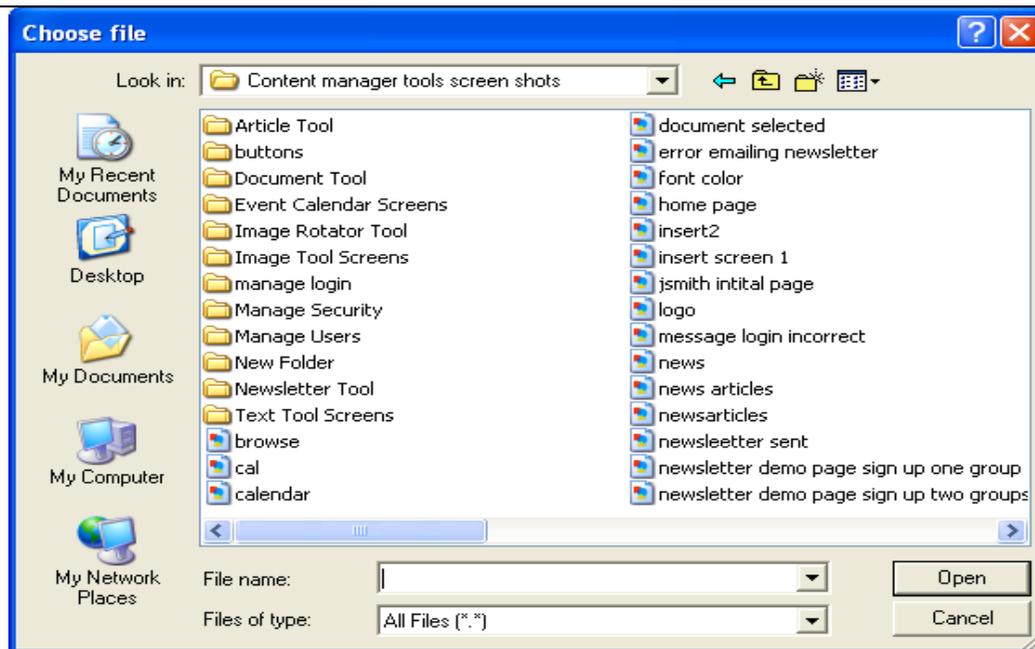
NOTE: Alternate text is the text that displays when a cursor is moved over an image. An example of alternate text is circled on the following screen.



6	<p>Type a caption for the image in the Description field.</p> <p>NOTE: The caption will display below the image on the agency website.</p>
7	<p>Click . The following message will display.</p>  <p>NOTE: The image will now be added to the rotator location selected in step 2.</p> <p>ALWAYS check the agency website to ensure that updates display correctly.</p>
8	<p>Click .</p>

Add an image to an Image Rotator by browsing to a file

Step	Action
1	<p>Select Image Rotator from the Content Toolkit. Select the Add Image Tab. The following screen will display.</p> 
2	<p>Select an Image Rotator.</p> <p>NOTE: The image rotator locations available from the drop-down menu are set up when the website is initially published by ITC.</p>
3	<p>Select the category under which the image should be stored from the Select Category drop-down menu.</p> <p>NOTE: If there is no category listed in the Select Category Drop down menu, access the Image Library from the Content Toolkit to create an image category and add files. All image files added to an agency website must be saved to the Image Library which is stored on the ITC server.</p> <p>See the section titled <i>Image Library</i> for more information.</p>
4	<p>Click . The Choose file screen will display.</p>



5

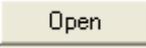
Browse to and highlight the image file to be added.

NOTE: Image files that can be inserted include files with the extensions GIF and JPEG.

Do not insert an image file that is bigger than the space allotted to the image rotator selected in step 2. Select the Rotator tab to view the height and width of a particular image rotator. The image height and width of the image rotators is set up when the agency website is initially published by ITC.

See the Handout titled *Advanced tips and tricks for the Content Management Portal* for more information about resizing images.

6

Double click on the selected file or click . The following screen will display with the path for the selected file displayed to the left of the Browse button.

Harris County – Content Management Portal | You are logged in as: jsmith
Welcome, Website Demo

Administration
[Manage My Password](#)
[Manage Users](#)
[Manage Security](#)

Content Toolkit
[Newsletter](#)
[Image Rotator](#)
[Event Calendar](#)
[Article Tool](#)
[Text Tool](#)
[Image Library](#)
[Document Library](#)

Image Rotator

Rotator | **Add Image** | Update Image | Preview

Select Image Rotator: Home Page

Alternate Text:

Description:

Add Image

Select Category: Home Page

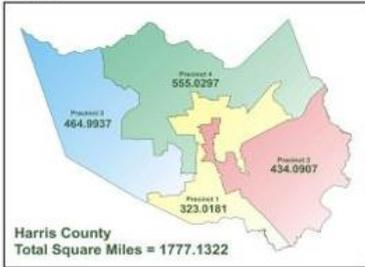
C:\Documents and Settings\jhorst\D

Navigation
Home
Scheduled Events
News Articles
Newsletter Sign-up
Information Technology
Media
Technology Solutions
Software Support
GIS

Newsletter Sign-Up
Please select the newsletter group you wish to sign up for.
Select Newsletter Group:
 Public
Email Address *
First Name
Last Name

*indicates a required field

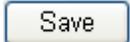
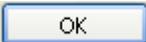
NewsletterSignup.jpg



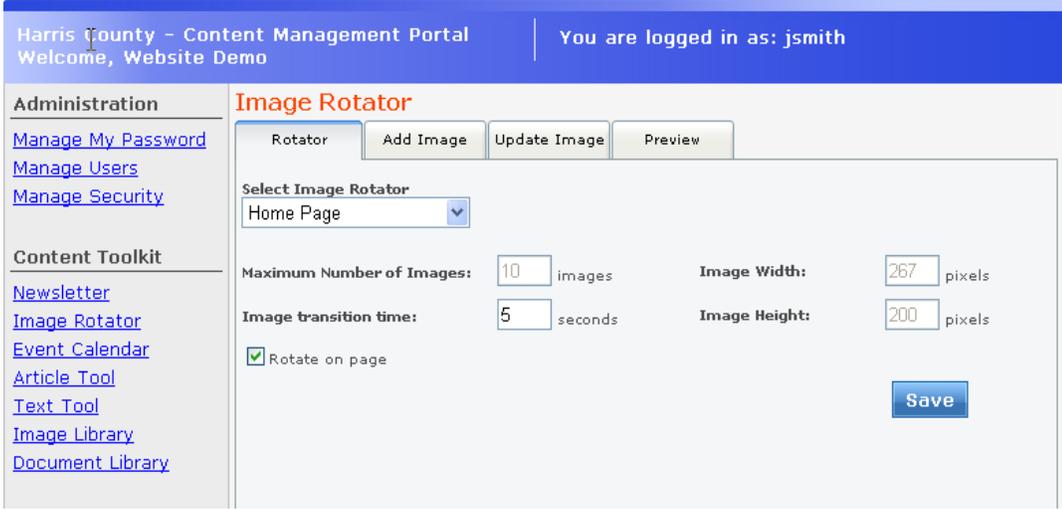
HarrisCounty.jpg

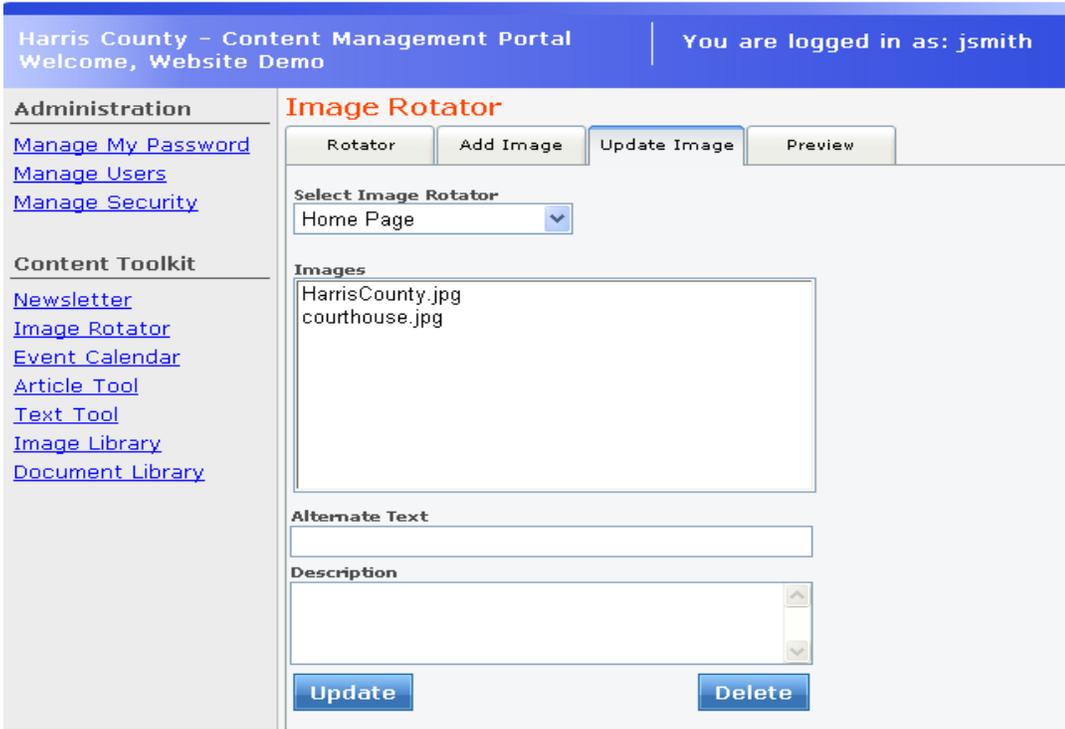
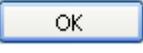


courthouse.jpg

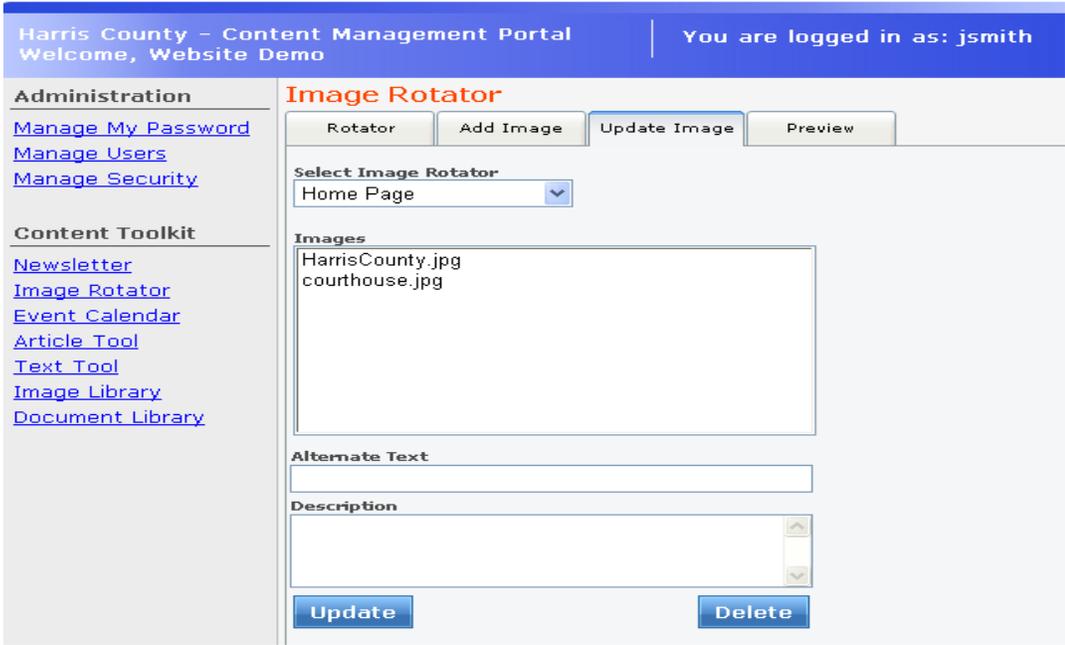
7	<p>Click . This will add the image to the displayed list of images for the selected image category.</p>
8	<p>Click the selection button next to the file name of the new image.</p>
9	<p>Type alternate text in the Alternate Text field.</p> <p>NOTE: For a detailed explanation of alternate text, see the <i>Glossary</i> section of this handout.</p>
10	<p>Type a caption for the image in the Description field.</p>
11	<p>Click . The following message will display.</p> 
12	<p>Click .</p> <p>NOTE: The Image is now added to the other images in the image rotator selected in step 2.</p> <p>ALWAYS check the agency website to ensure that images display correctly.</p>

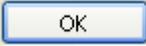
Update the alternate text and/or the description of an image

Step	Action
1	<p>Select Image Rotator from the Content Toolkit. The following screen will display.</p>  <p>Harris County - Content Management Portal Welcome, Website Demo You are logged in as: jsmith</p> <p>Administration Manage My Password Manage Users Manage Security</p> <p>Content Toolkit Newsletter Image Rotator Event Calendar Article Tool Text Tool Image Library Document Library</p> <p>Image Rotator</p> <p>Rotator Add Image Update Image Preview</p> <p>Select Image Rotator Home Page</p> <p>Maximum Number of Images: 10 images Image Width: 267 pixels Image transition time: 5 seconds Image Height: 200 pixels</p> <p><input checked="" type="checkbox"/> Rotate on page</p> <p>Save</p>
2	<p>Select a location from the Select Image Rotator drop-down menu.</p> <p>NOTE: The image rotators available from the drop-down menu are set up when the website is initially published by ITC.</p> <p>The Maximum Number of Images field defaults to 10 and cannot be changed. The image width and height are set for the rotator when the website is initially published by ITC.</p>

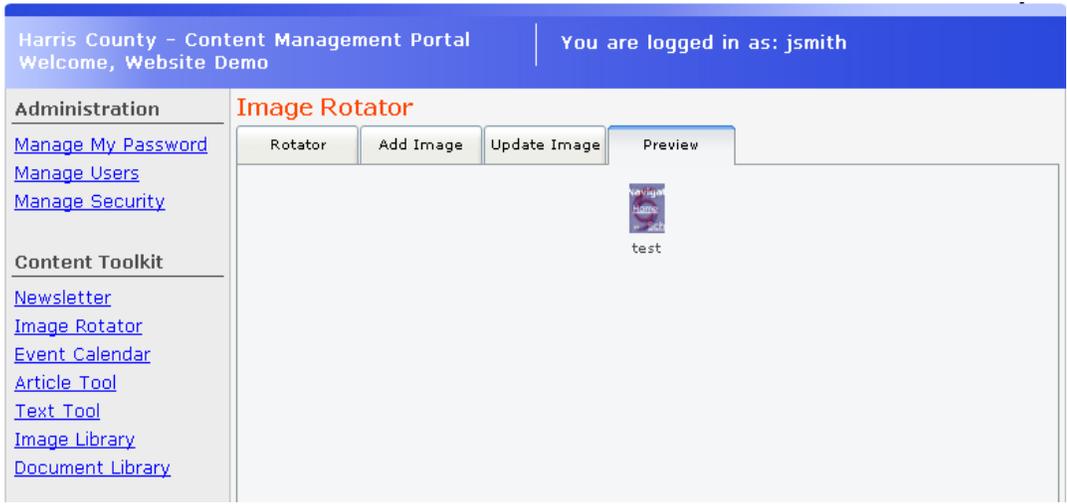
3	<p>Select the Update Image tab. The following screen will display.</p> 
4	<p>Select an image rotator location from the Select Image Rotator drop-down menu.</p>
5	<p>Select the image to be updated by clicking and highlighting the image.</p>
6	<p>Type changes to the Alternate Text.</p>
7	<p>Type changes to the Description.</p>
8	<p>Click . The following message will display.</p> 
9	<p>Click .</p>

Delete an image from an Image Rotator

Step	Action
1	<p>Select Image Rotator from the Content Toolkit. Select the Update Image tab. The following screen will display.</p> 
2	<p>Select an image rotator location from the Select Image Rotator drop-down menu.</p>
3	<p>Select the image to be deleted by clicking and highlighting the image.</p>
4	<p>Click Delete. The following message will display.</p> 

5	<p>Click . The image will be removed from the rotator selected in step 2, but will still be saved in the Image Library.</p> <p>NOTE: To remove the image from the rotator and the Image Library, select the Add Image tab in step 1. From the Add Image window, select an image category from the drop-down, select an image file by clicking the selection button next to the file name and press the delete button.</p>
---	---

Preview the changes made to an Image Rotator

Step	Action
1	<p>Select Image Rotator from the Content Toolkit. Select the Preview tab. The following screen will display with the most recent images added to the rotator.</p>  <p>NOTE: The most recent changes made to an image rotator will display.</p> <p>ALWAYS preview changes on the agency website as well to ensure that any images added display properly.</p>

Event Calendar

Select this link from the Content Toolkit to access the following options:

- **Add Event** – Select this tab to perform the following procedure:
 - **Add an event to a calendar**
- **Edit Event** – Select this tab to perform the following procedure:
 - **Edit a calendar event**
- **Delete Event** – Select this tab to perform the following procedure:
 - **Delete an event from the calendar**
- **Preview** – Select this tab to perform the following procedure:
 - **Preview changes to a calendar**

Step	Action
1	Select <u>Event Calendar</u> from the Content Toolkit . The following screen will display.

Harris County – Content Management Portal | You are logged in as: TrainingAdmin
Welcome, CMPTraining

Administration
[Manage My Password](#)
[Manage Users](#)
[Manage Security](#)

Content Toolkit
[Newsletter](#)
[Image Rotator](#)
[Event Calendar](#)
[Article Tool](#)
[Text Tool](#)
[Image Library](#)
[Document Library](#)
[Publish](#)

Event Calendar

Add Event | Edit Event | Delete Event | Preview

Select Calendar:

Event: 1 **B** *I* U

Event Description: Verdana 1 **B** *I* U

Individual | Range

December			January, 2006				February	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

Select individual dates by clicking on the day, when the day turns green it is selected. Click it again to unselect it. Navigate months by clicking on the month name.

2	<p>Select a calendar from the Select Calendar drop-down menu.</p> <p>NOTE: The calendars available from the Select Calendar drop-down menu are created when the agency website is initially published by ITC.</p>
3	<p>Type the Event Name in the text box provided and use the Format Toolbar* provided to format the text.</p> <p>NOTE: The Event name will display as a hyperlink on the website calendar. The hyperlink will link to the Event Description that is created in step 4.</p> <p>*See the section titled <i>Using the Format Toolbar</i> for an explanation.</p>
4	<p>Type in the Event Description in the text box provided and use the Format Toolbar* to format and/or insert text.</p> <p>Insert text from another source by using the insert document icon, , on the Format Toolbar.</p> <p>*See the section titled <i>Using the Format Toolbar</i> for an explanation.</p>
5	<p>Select the tab labeled Individual if the event is to occur only once and continue to step 7.</p>
6	<p>Select the tab labeled Range if the event is to occur during a specified date range and continue to step 8.</p>

7

Select one or more days on the calendar by clicking on the date. When the date turns green, it is selected. Click it again to unselect it. Navigate months by clicking on the month name. Once the dates are selected, continue to step 11.

Individual Range

[September](#) October, 2005 [November](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Save

Select individual dates by clicking on the day, when the day turns green it is selected. Click it again to unselect it. Navigate months by clicking on the month name.

8

Click the calendar icon, , next to the start date

Individual Range

Start Date 

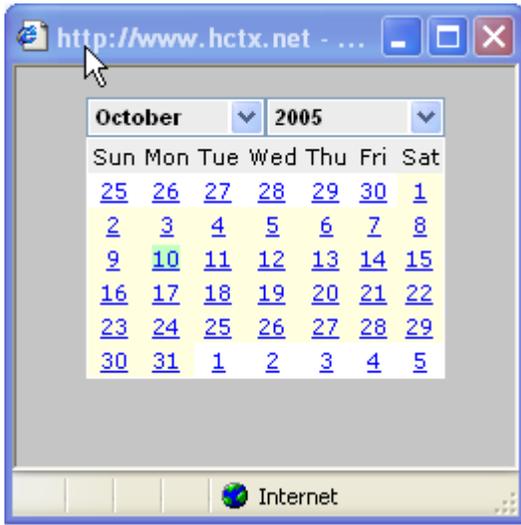
End Date 

Select Days

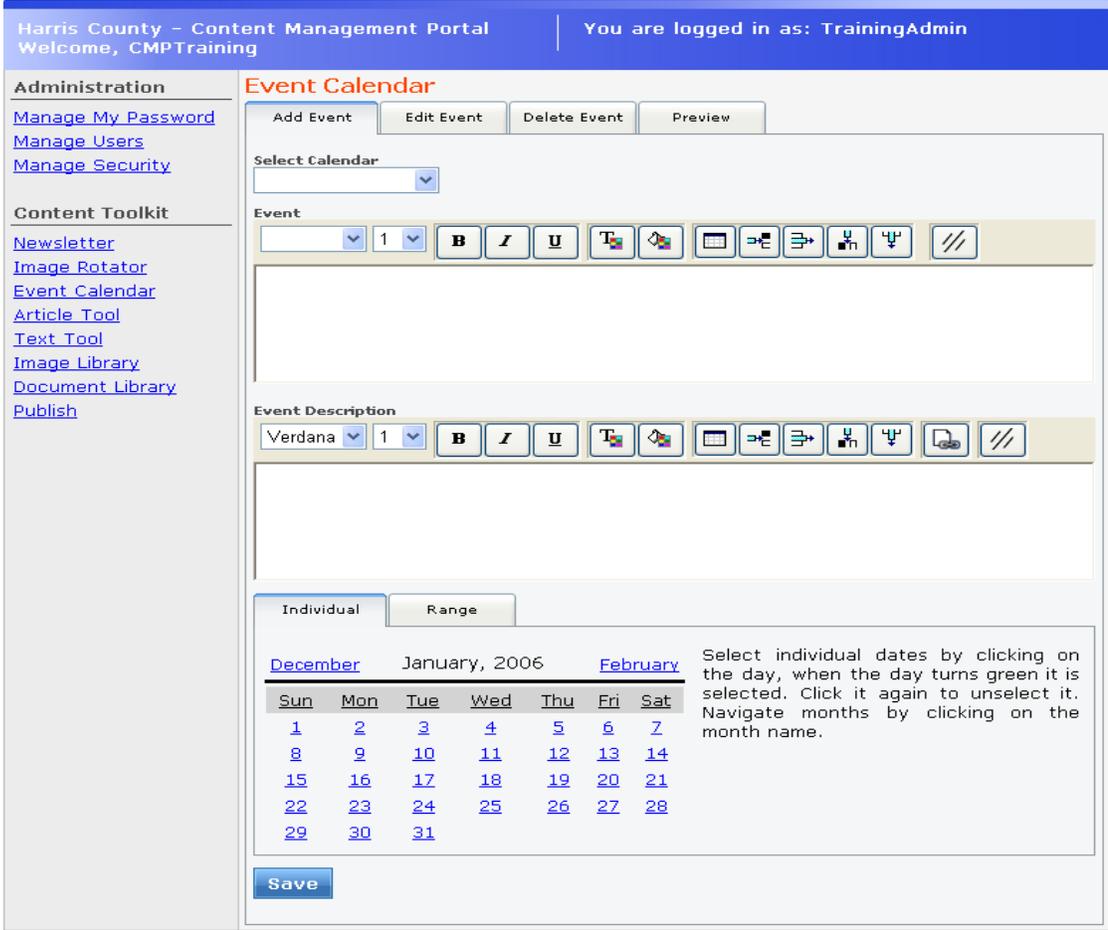
Mon Tue Wed Thu Fri Sat Sun

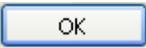
Save

Select multiple dates by selecting a start date and end date, and by specifying what day(s) the event occurs.

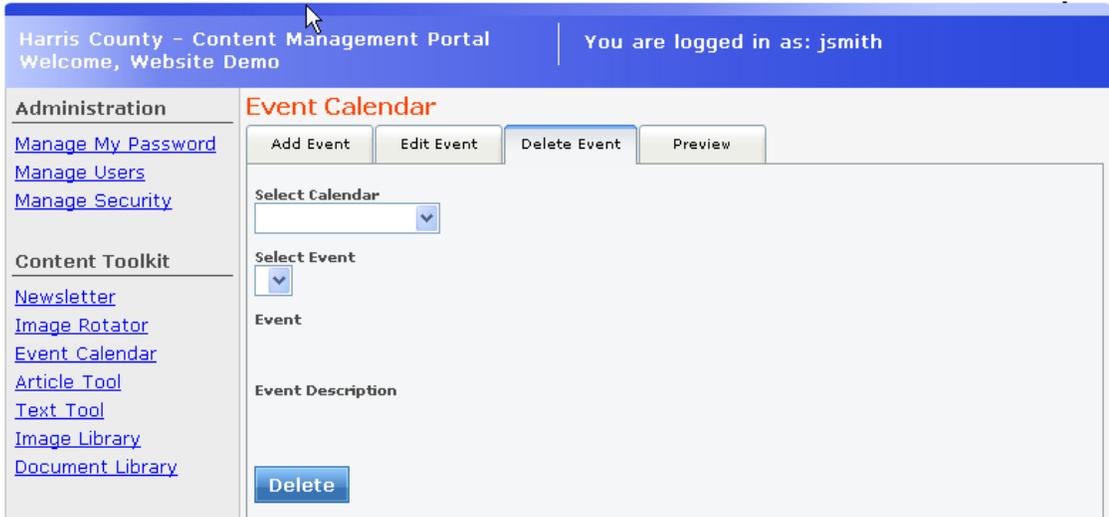
9	<p>Select a date from the calendar by clicking on the date. Change the month and year on the calendar by selecting from the drop-down menus.</p> 
10	<p>Select the calendar icon, , next to the end date and select a date from the calendar using the same method outlined in step 9.</p>
10	<p>Select the days of the week in the Select Days section of the Range calendar screen to specify the days of the week that the event should occur during the specified date range.</p>
11	<p>Click . The following message will display.</p>  <p>NOTE: The event will be added on the specified dates to the agency website calendar that was selected in step 2.</p> <p>ALWAYS preview changes on the agency website to ensure accuracy.</p>
12	<p>Click .</p>

Edit an existing calendar event

Step	Action
1	<p>Select Event Calendar from the Content Toolkit. Select the Edit Event tab. The following screen will display.</p> 
2	Select the calendar to be updated from the Select Calendar Dropdown menu.
3	Select the event to be updated from the Select Event drop-down menu.

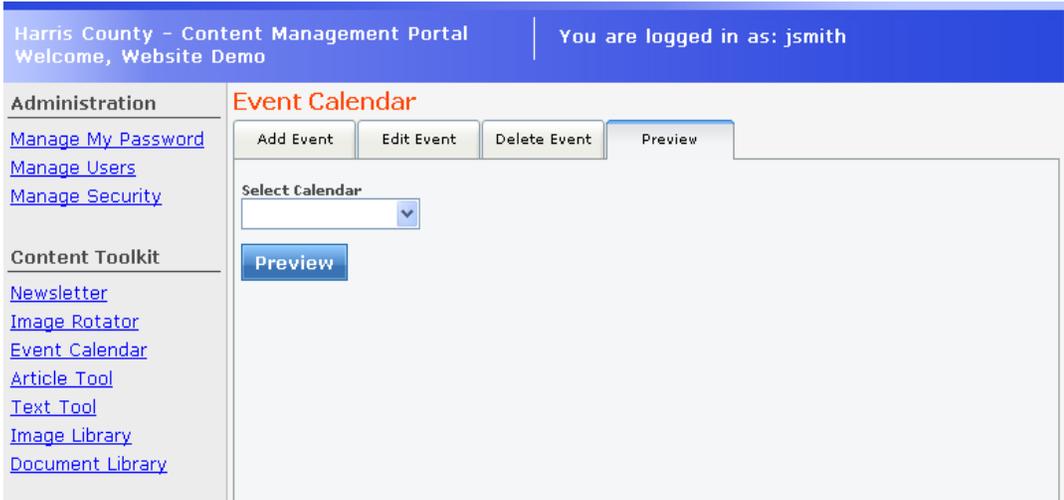
4	<p>Make changes to the event name in the Event text box and to the event description in the Event Description text box.</p> <p>Note: Use the format toolbar to format the event name and the event description. For a detailed explanation of the ^</p>
5	<p>Change the dates on which the event is to occur using the Individual and Range selection calendars. See the previous procedure, <i>Add an Event to a Calendar</i>, for a more detailed explanation of using the Individual and Range calendars to select an event date or dates.</p>
6	<p>Click . The following message will display.</p> 
7	<p>Click .</p>

Delete an event from a calendar

Step	Action
1	<p>Select Event Calendar from the Content Toolkit. Select the Delete Event tab. The following screen will display.</p> 
2	<p>Select the calendar to be updated from the Select Calendar Dropdown menu.</p>
3	<p>Select the event to be updated from the Select Event Dropdown menu.</p>
4	<p>Click Delete. The following message will display.</p> 

5	<p>Click <input type="button" value="OK"/>. The following message will display.</p>  <p>The screenshot shows a dialog box with a blue title bar that reads "Microsoft Internet Explorer" and a close button (X) on the right. The main area of the dialog box is light beige and contains a yellow warning triangle icon on the left and the text "Delete complete." on the right. Below the text is a single "OK" button.</p>
6	<p>Click <input type="button" value="OK"/>.</p>

Preview an existing calendar

Step	Action
1	<p>Select Event Calendar from the Content Toolkit. Select the Preview tab. The following screen will display.</p> 
2	<p>Select the calendar to be previewed from the Select Calendar Dropdown menu.</p>
3	<p>Click .</p>
4	<p>The most recent calendar, including any changes just made, will display.</p> <p>NOTE: ALWAYS preview changes on the agency website to ensure accuracy.</p>

Article Tool

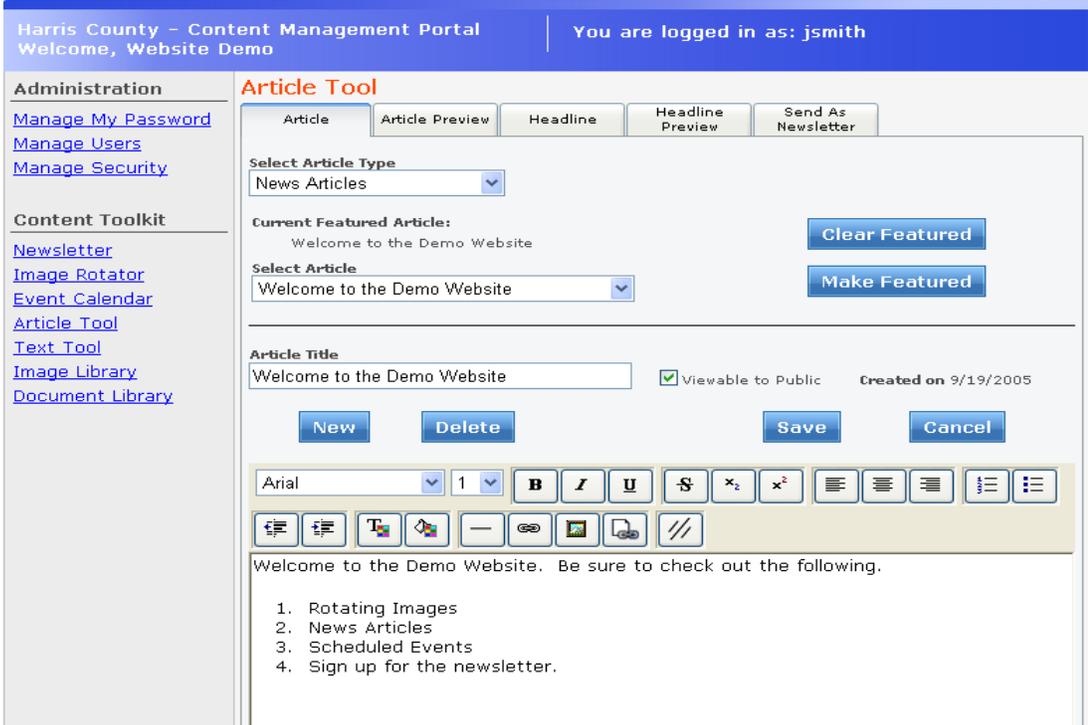
Select the Article Tool from the Content Toolkit to access the following options:

- **Article** – Select this tab to perform the following procedures:
 - **Create and publish a news article**
 - **Edit and republish a news article**
 - **Remove a published news article**
 - **Select the featured article**
 - **Clear the featured article**
 - **Publish a hyperlink to an article in the Document Library**
 - **Publish a hyperlink to an article by browsing to a file (with or without an image)**

- **Article Preview** – Select this tab to perform the following procedure:
 - **Preview an article added to the website**

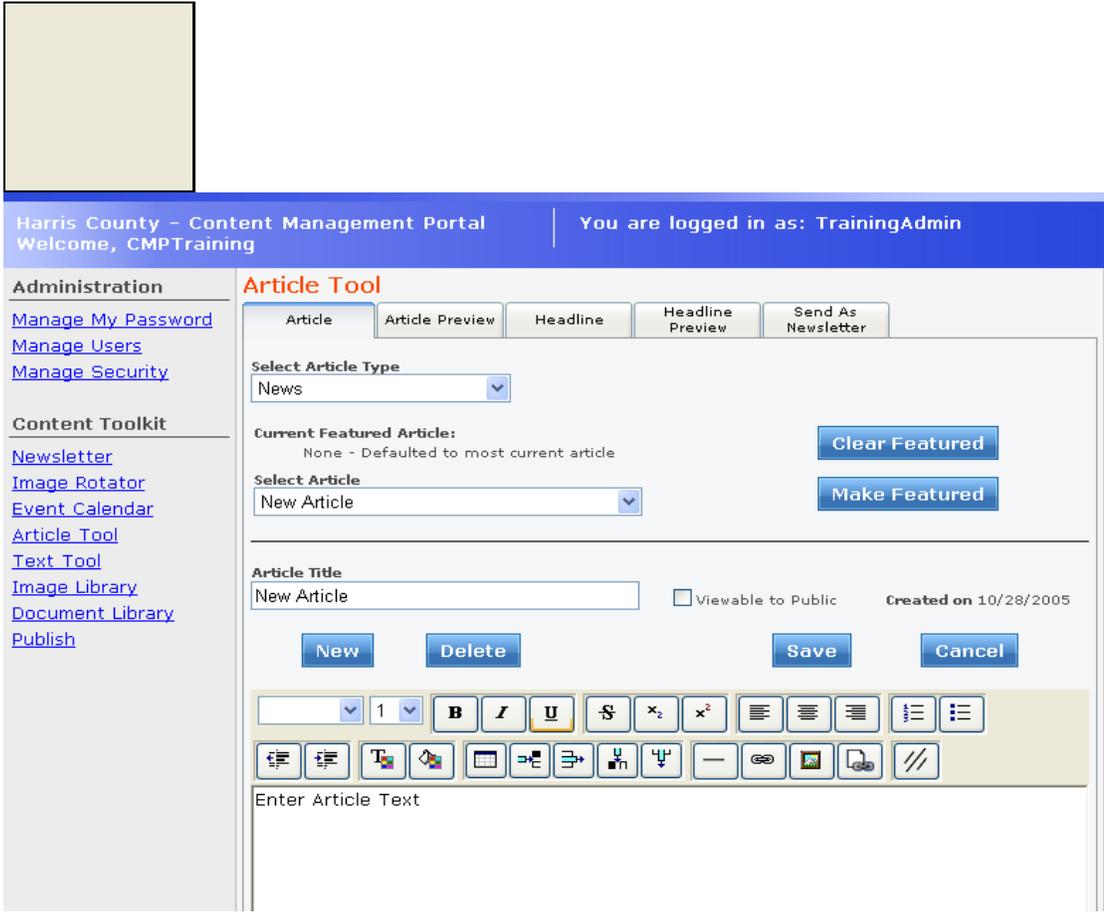
- **Send as Newsletter** – Select this tab to perform the following procedure:
 - **Send an article as an email to a newsletter group**

Create and publish a news article

Step	Action
1	<p>Select the Article Tool from the Content Toolkit. The following screen will display.</p> 

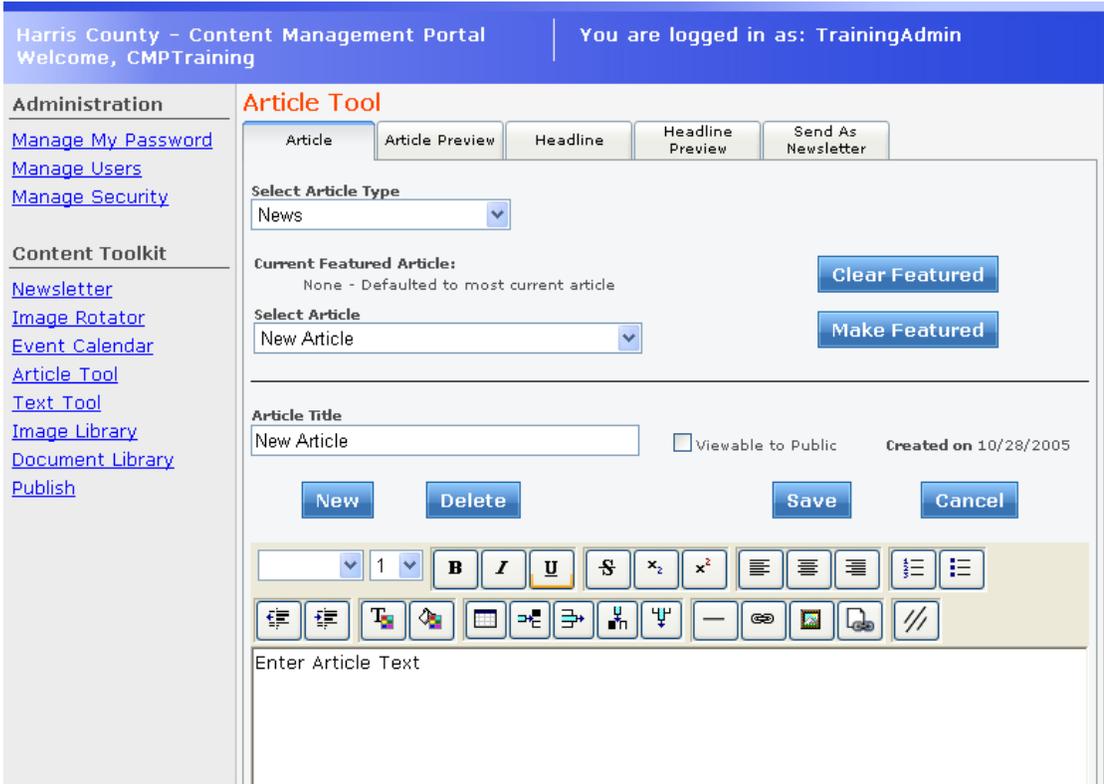
2	<p>Select the article type from the Select Article Type drop-down menu.</p> <p>NOTE: The article type is the page that the articles are published to. The Article Types or pages are determined when the agency website is initially published by ITC.</p>
3	<p>Click .</p>
4	<p>Type the name of the news article in the Article Title field. To do this, type over the default name, New Article.</p> <p>NOTE: The article title will display on the web page that was selected in step 2 as a hyperlink to the article text that is typed in step 6. The article title will also display as headline to the article text.</p>
5	<p>Click the checkbox Viewable to Public.</p> <p>NOTE: If the checkbox Viewable to Public is not selected, the article will not display on the agency's website. The article will only be saved within the Article tool for future use.</p>
6	<p>Type the article text in the text box provided.</p> <p>Use the Format Toolbar to format the text and insert images and/or text from files into the article. See the section titled <i>Using the Format Toolbar</i> for a detailed explanation.</p> <p>NOTE: The article text will be accessed on the agency website by clicking the hyperlink created in step 4.</p>
7	<p>Click . No message displays.</p> <p>NOTE: The agency website is immediately updated.</p> <p>ALWAYS check the agency website after adding an article to ensure that it displays correctly.</p>

Edit and republish a news article

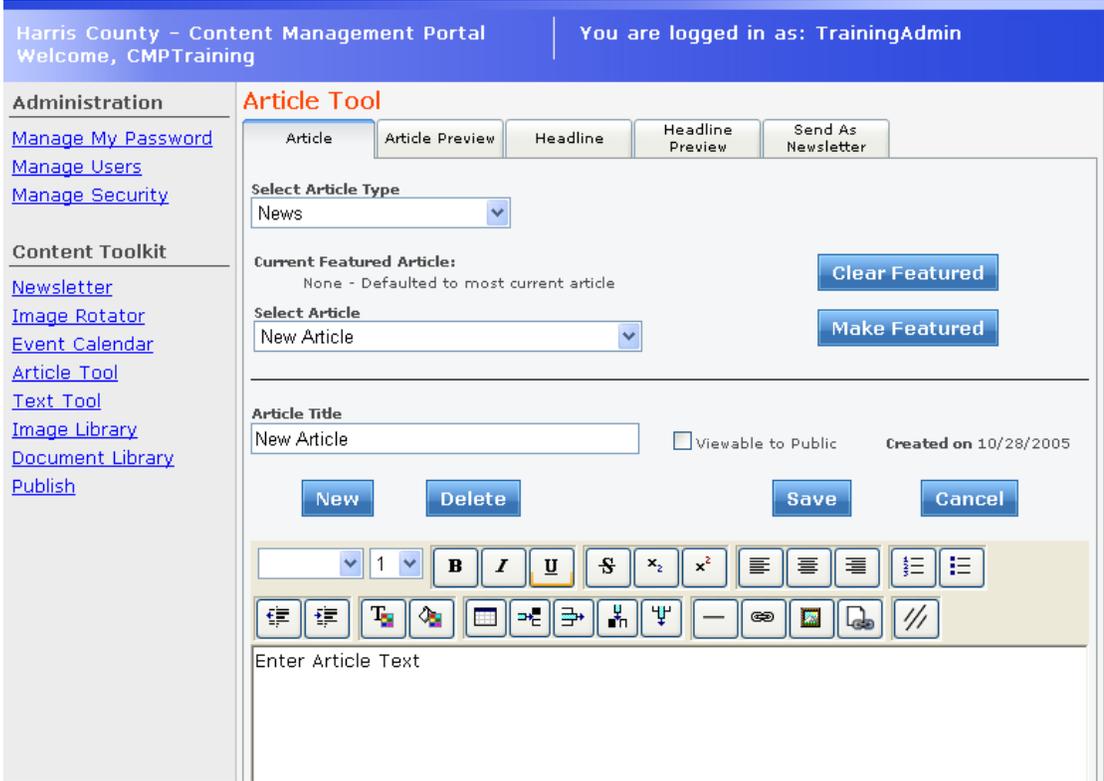
Step	Action
1	<p>Select Article Tool from the Content Toolkit. The following screen will display.</p> 
2	<p>Select the article type from the Select Article Type drop-down menu.</p> <p>NOTE: The article type is the page that the articles are published to. The Article Types or pages are determined when the agency website is initially published by ITC.</p>
3	<p>Select the Article to be updated.</p>
4	<p>Change the Article Title.</p> <p>NOTE: This will update the name of the hyperlink to the article.</p>

5	<p>Change the text displayed in the text box to update the article text.</p> <p>NOTE: This will update articles that were originally typed in the text box.</p> <p>To update articles that were inserted from files, update the original file and see the section titled <i>Insert and publish any text file or image</i> for more details.</p>
6	<p>Click . No message displays.</p> <p>NOTE: ALWAYS check the agency website after adding an article to ensure that it displays correctly.</p>

Remove a published news article

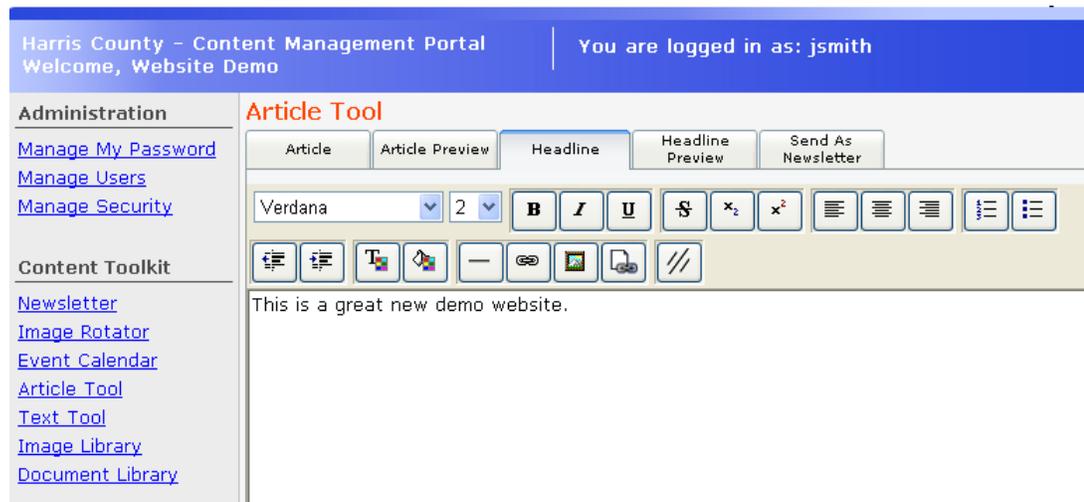
Step	Action
1	<p>Select <u>Article Tool</u> from the Content Toolkit. The following screen will display.</p> 
2	<p>Select the article type from the Select Article Type drop-down menu.</p> <p>NOTE: The article type is the page that the articles are published to. The Article Types or pages are determined when the agency website is initially published by ITC.</p>
3	<p>Select the Article to be removed from the Select Article drop-down menu.</p>
4	<p>Click Delete.</p> <p>NOTE: This will remove the article from the page selected in step 2.</p>

Select the featured article

Step	Action
1	<p>Select Article Creator from the Content Toolkit. The following screen will display.</p> 
2	<p>Select the Article Type.</p> <p>NOTE: The article type determines the location on an agency’s site where the article will display. The Article Type locations are set up when the agency’s website is initially published by ITC.</p>
3	<p>Select the article to be featured from the Select Article drop-down menu.</p>
4	<p>Click Make Featured. The article title will display in the Current Featured Article field.</p> <p>NOTE: The selected article will now display on the agency website offset from the other articles with the Article Title as the headline. See page 4 for an example of a featured article display.</p>

5

Click the Headline tab. The following screen will display.

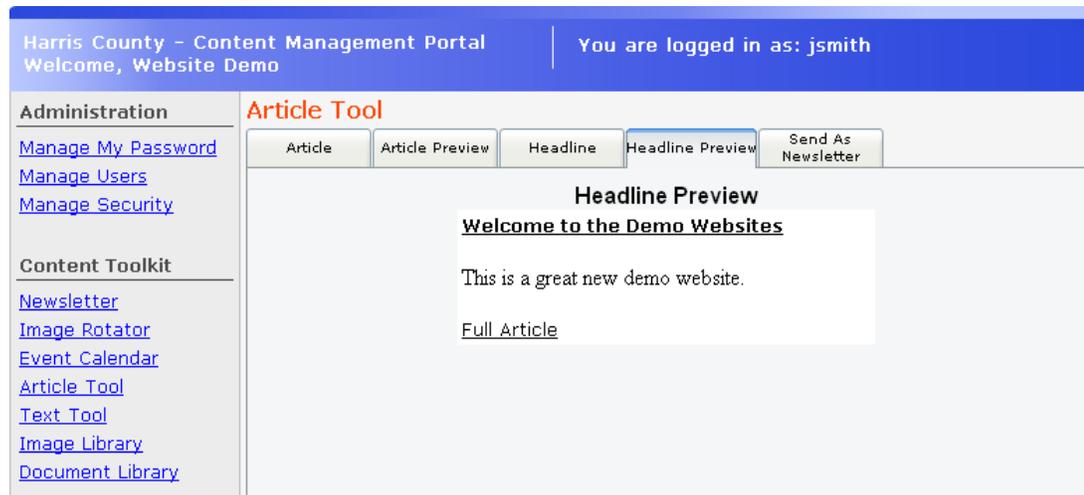


6

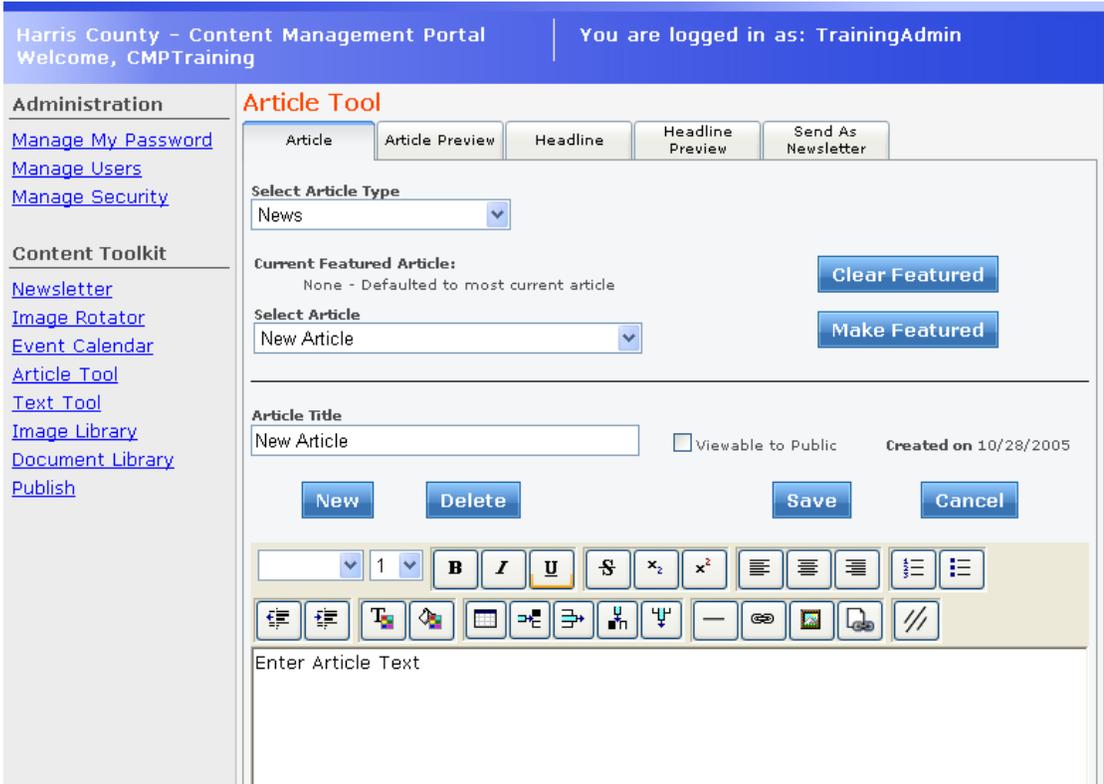
Type the text, in the text box provided, that should display under the article headline.

7

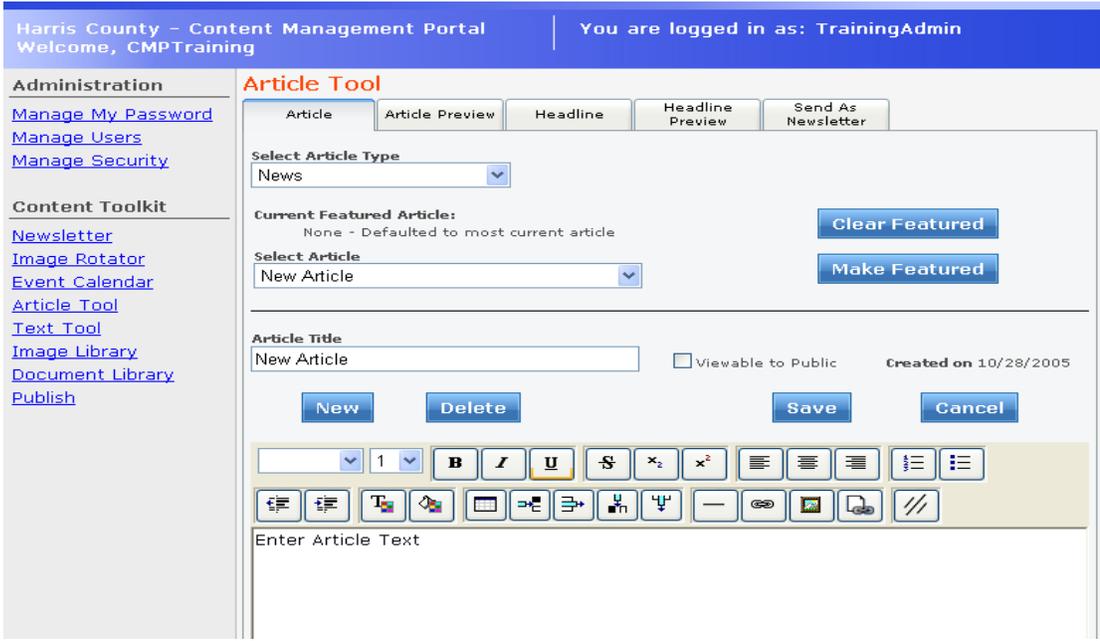
Click the Headline Preview tab. The following screen will display.

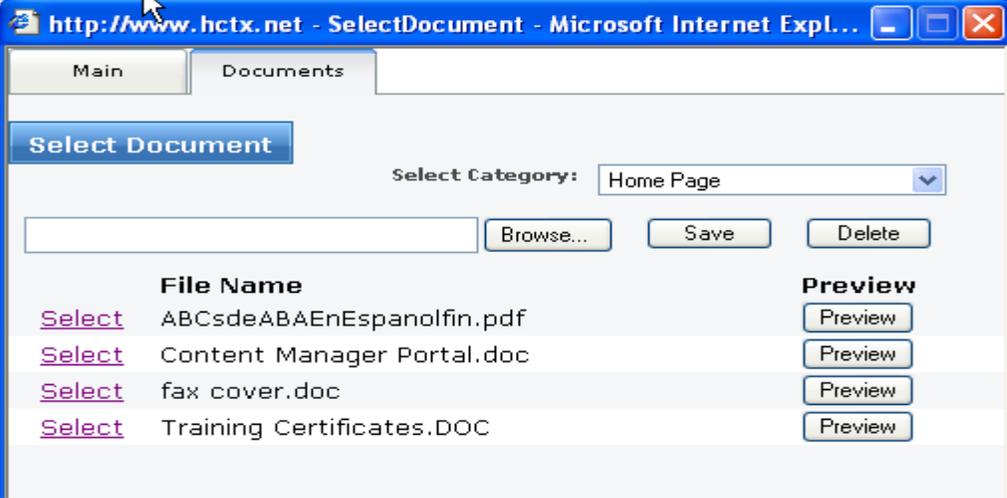


Clear the featured article

Step	Action
1	<p>Select Article Creator from the Content Toolkit. The following screen will display.</p> 
2	<p>Click Clear Featured. The Current Featured Article field will now display the message, None – Defaulted to most current article.</p> <p>NOTE: The most recently added article will now display (by default) on the agency website as the featured article until another article is set to be the featured article.</p>

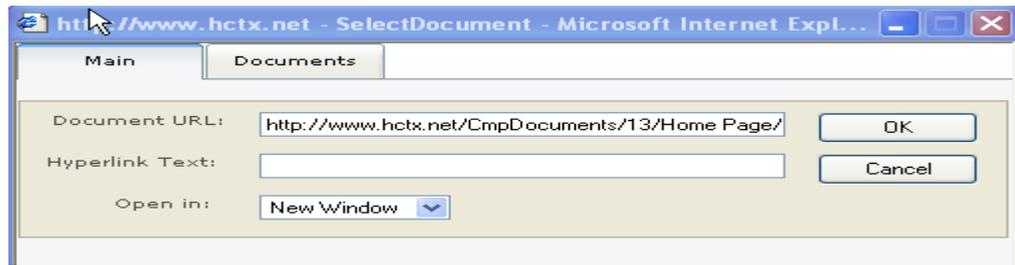
Publish a hyperlink to an article in the Document Library

Step	Action
1	<p>Select the Article Tool from the Content Toolkit. The following screen will display.</p> 
2	<p>Select the article type from the Select Article Type drop-down menu.</p> <p>NOTE: The article type is the page that the articles are published to. The Article Types or pages are determined when the agency website is initially published by ITC.</p>
3	<p>Click .</p>
	<p>Type the name of the news article in the Article Title field. To do this, type over the default name, New Article.</p> <p>NOTE: The Article Title will display as a hyperlink on the article page that was selected from the Select Article Type drop-down menu in step 2.</p>

5	<p>Click the checkbox Viewable to Public.</p> <p>NOTE: If the checkbox Viewable to Public is not selected, the article will not display on the agency’s website. The article will only be saved within the Article tool for future use.</p>															
6	<p>Type the article text in the text box provided.</p> <p>Use the Format Toolbar to format the text and insert images and/or text from files into the article. See the section titled <i>Using the Format Toolbar</i> for a detailed explanation.</p>															
7	<p>Click the insert document icon, , on the format toolbar. The following screen will display.</p>  <table border="1" data-bbox="350 1100 1325 1272"> <thead> <tr> <th></th> <th>File Name</th> <th>Preview</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>ABCsdeABAEspanolfin.pdf</td> <td>Preview</td> </tr> <tr> <td>Select</td> <td>Content Manager Portal.doc</td> <td>Preview</td> </tr> <tr> <td>Select</td> <td>fax cover.doc</td> <td>Preview</td> </tr> <tr> <td>Select</td> <td>Training Certificates.DOC</td> <td>Preview</td> </tr> </tbody> </table>		File Name	Preview	Select	ABCsdeABAEspanolfin.pdf	Preview	Select	Content Manager Portal.doc	Preview	Select	fax cover.doc	Preview	Select	Training Certificates.DOC	Preview
	File Name	Preview														
Select	ABCsdeABAEspanolfin.pdf	Preview														
Select	Content Manager Portal.doc	Preview														
Select	fax cover.doc	Preview														
Select	Training Certificates.DOC	Preview														
8	<p>Select a document category from the Select Category drop-down menu.</p> <p>NOTE: If there is no category listed in the Select Category Drop down menu, access the <u>Document Library</u> from the Content Toolkit to create a document category and add files. All document files added to an agency website must be saved to the Document Library which is stored on the ITC server. See the section titled <i>Document Library</i> for more information.</p>															
9	<p>Click the Select link next to the document to be inserted. The selected document will be highlighted.</p>															

10

Click . The following screen will display.

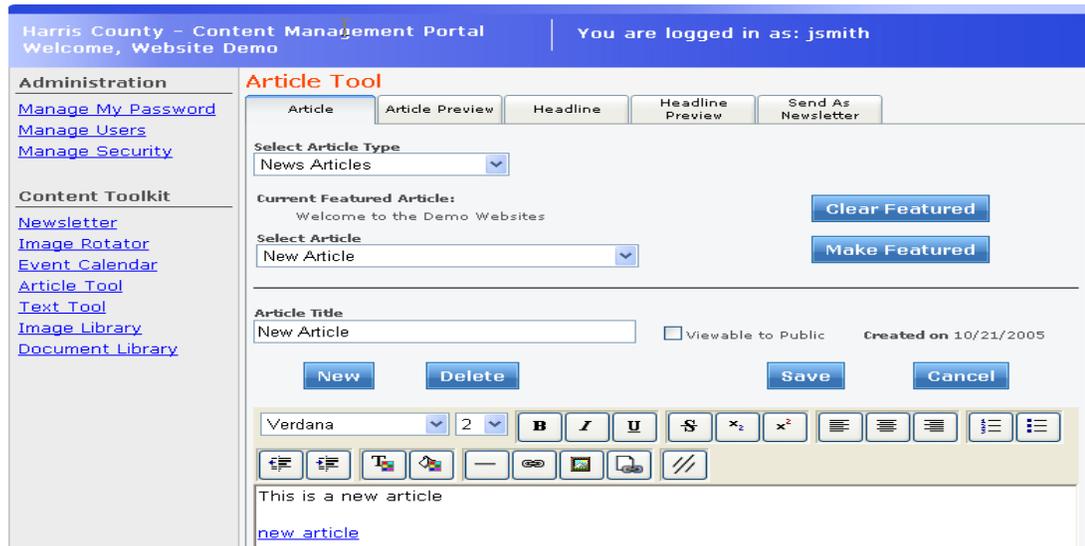


11

Type the hyperlink to the new article in the Hyperlink Text field.

12

Click . The following screen will display with the hyperlink typed in step 11 and the text typed in step 6 displayed in the text box.

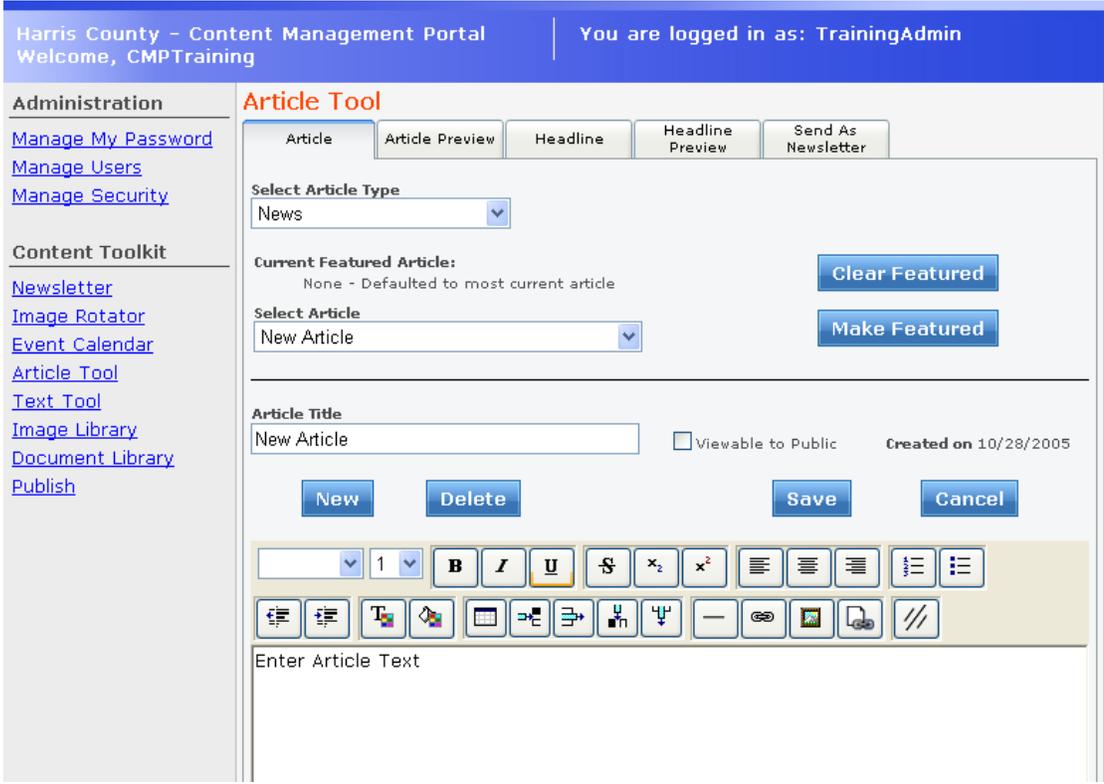


NOTE: Additional text can be typed in the text box, above or below the hyperlink, and the text can be reformatted using the format toolbar. See the section titled *Using the Format Toolbar* for a more detailed explanation.

On the agency website, the page selected in step 2 will list all article titles (created in step 4) as hyperlinks. Clicking an article title on the agency website will display any text or hyperlinks that are inserted in the text box above.

13	<p>Click . No message displays.</p> <p>NOTE: ALWAYS check the agency website to ensure that changes display correctly.</p>
----	--

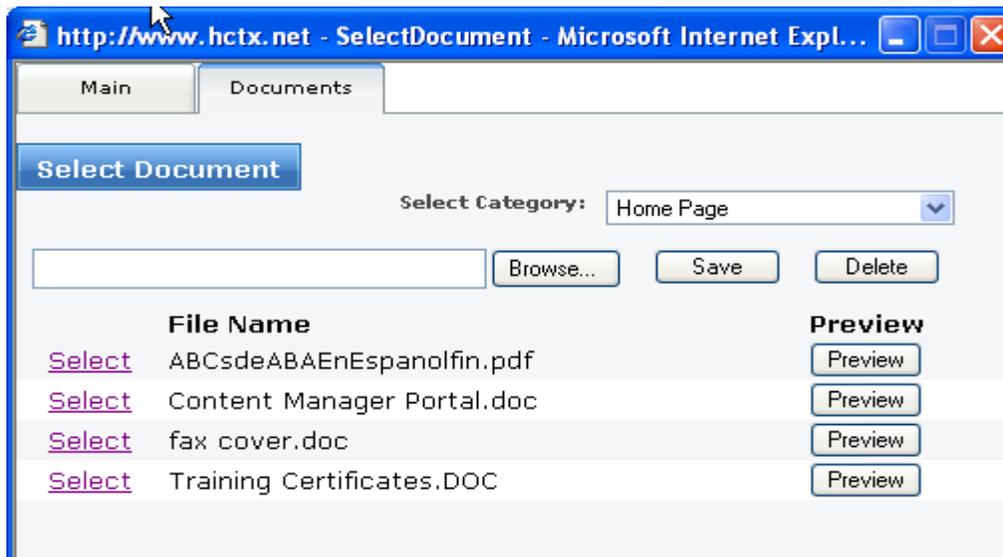
Publish a hyperlink to an article by browsing to a file (with or without an image)

Step	Action
1	<p>Select the Article Tool from the Content Toolkit. The following screen will display.</p> 
2	<p>Select the article type from the Select Article Type drop-down menu.</p> <p>NOTE: The article type is the page that the articles are published to. The Article Types or pages are determined when the agency website is initially published by ITC.</p>

3	Click  .
4	<p>Type the name of the new article in the Article Title field. To do this, type over the default name, New Article.</p> <p>NOTE: The Article Title will display on the agency website article page that was selected from the drop-down menu in step 2.</p>
5	<p>Click the checkbox Viewable to Public.</p> <p>NOTE: If the check box viewable to public is not selected, the article will not display on the agency’s website. The article will only be saved to the ITC server for future use within the Article tool.</p>
6	<p>Type the article text in the text box provided.</p> <p>NOTE: Article text is optional when inserting a hyperlink to an article file. When inserting an article from a file, article text can be used to summarize the article that will be accessed via the hyperlink. Article text typed can be placed above or below the hyperlink to the article.</p> <p>The default <i>Enter Article Text</i> message that displays in the text box must be deleted or it will display on the agency website.</p> <p>Use the Format Toolbar to format the text.</p> <p>See the section titled <i>Using the Format Toolbar</i> for a detailed explanation.</p>
7	Place the cursor in the text box where the hyperlink to the article is to be inserted.

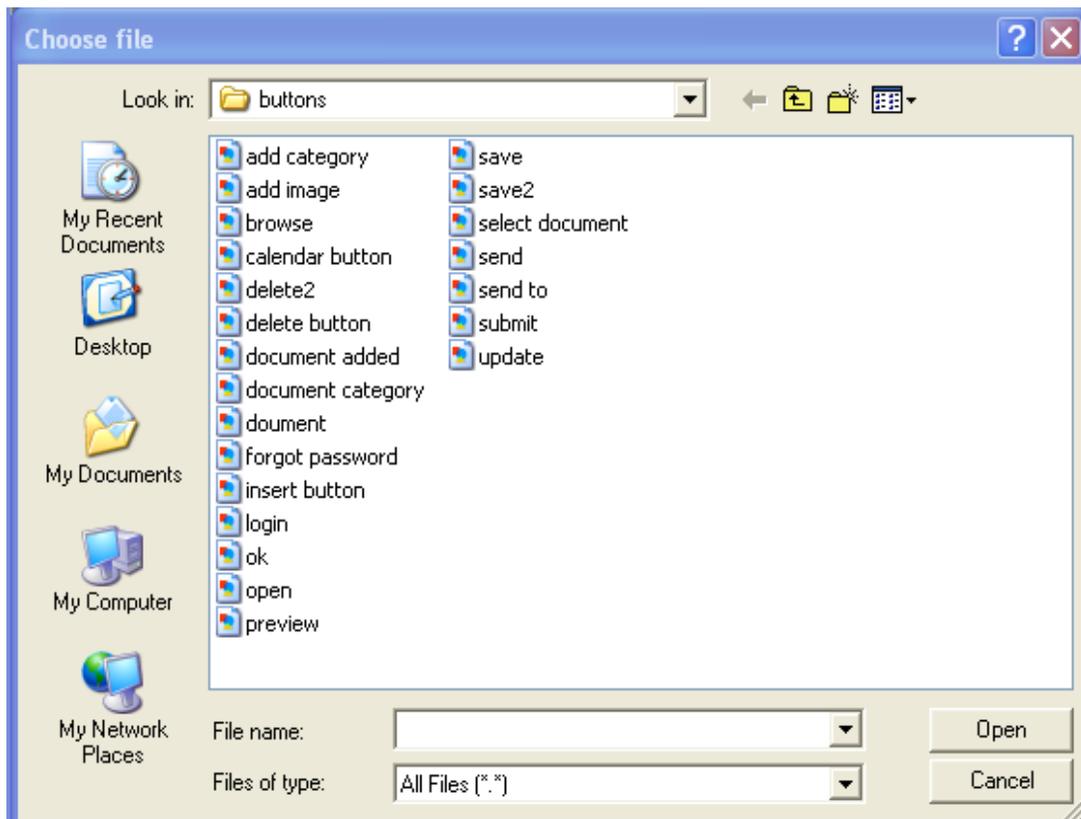
8

Click the insert document icon, , on the format toolbar. The following screen will display.



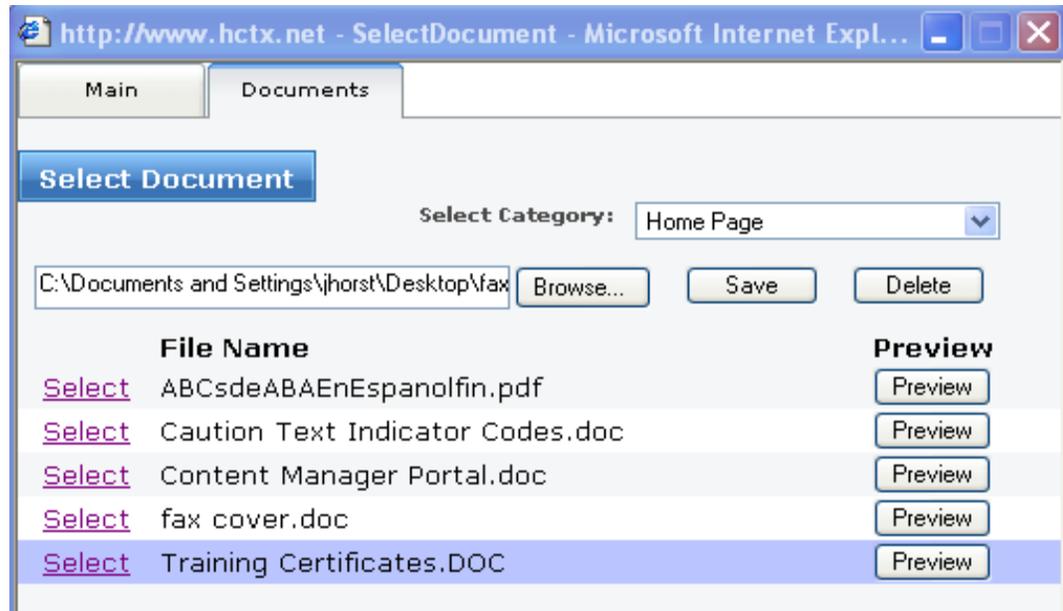
9

Click [Browse...](#). The Choose file screen will display.



10

Navigate to and select the file to be inserted. Double-click on the selected file or highlight the file and click . The file will display to the left of the Browse button. See the following screen.



11

Select a Document Library category from the Select Category drop-down menu to which the new file should be saved.

NOTE: Document categories are added using the Article Library. If there is no category listed in the Select Category Drop down menu, access the Document Library from the Content Toolkit to create a document category and add files. All files added to an agency website must be saved to the Document Library which is stored on the ITC server.

See the section titled *Document Library* for more information.

12

Click . The new document will be saved to the list of File Names.

NOTE: This saves the document to the ITC server. The new file will also be added to the Document Library.

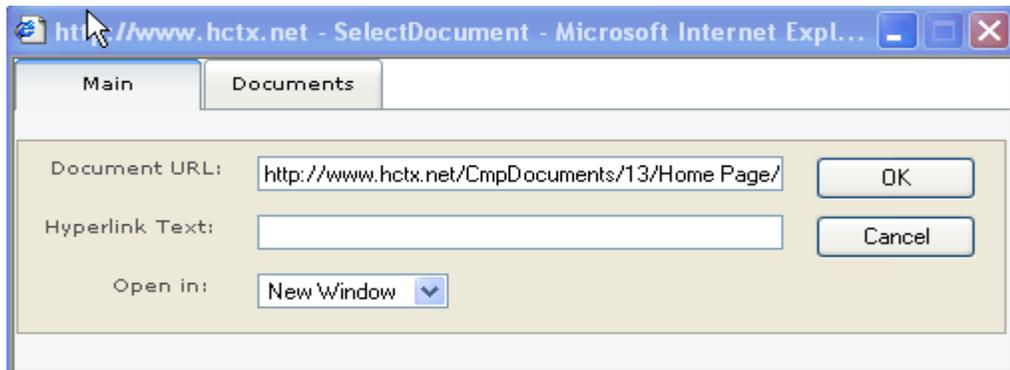
See the section titled *Document Library* for more detailed explanation.

13

Click the Select link next to the new document. The selected document will be highlighted.

14

Click **Select Document**. The following screen will display.



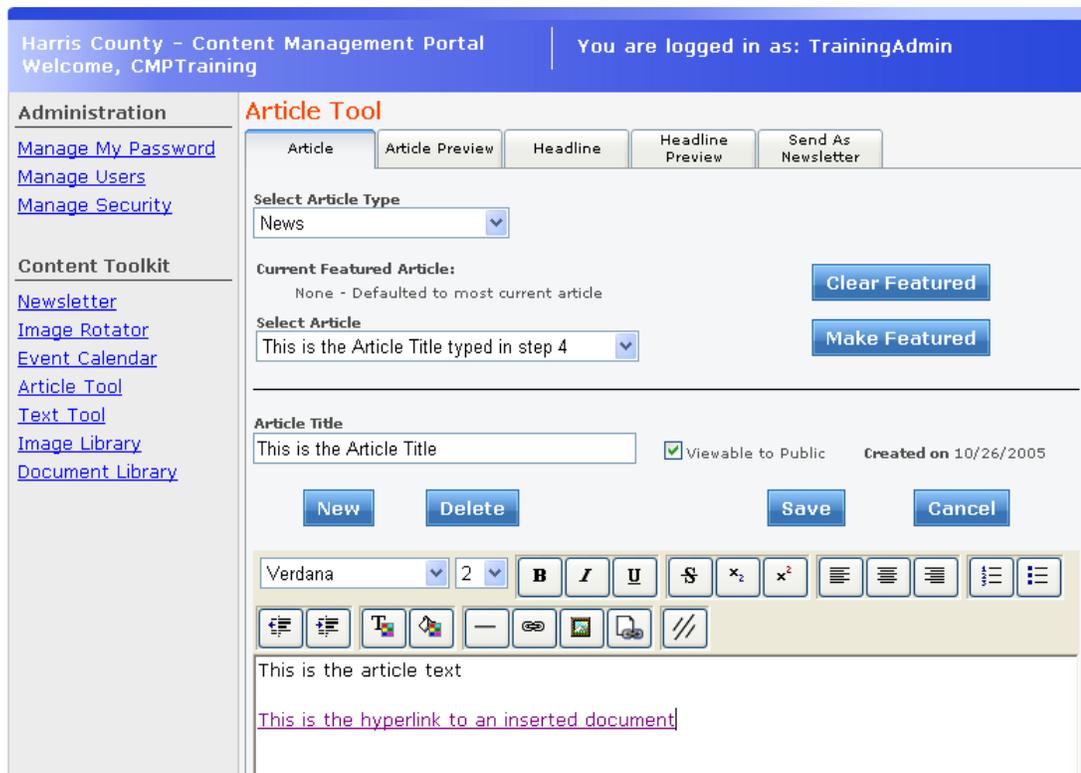
15

Type the hyperlink to the new article in the Hyperlink Text field.

NOTE: The actual document is not inserted on the agency website. Instead, a hyperlink to the document will display on the agency website that when accessed will open the document saved to the ITC server.

16

Click **OK**. The following screen will display.



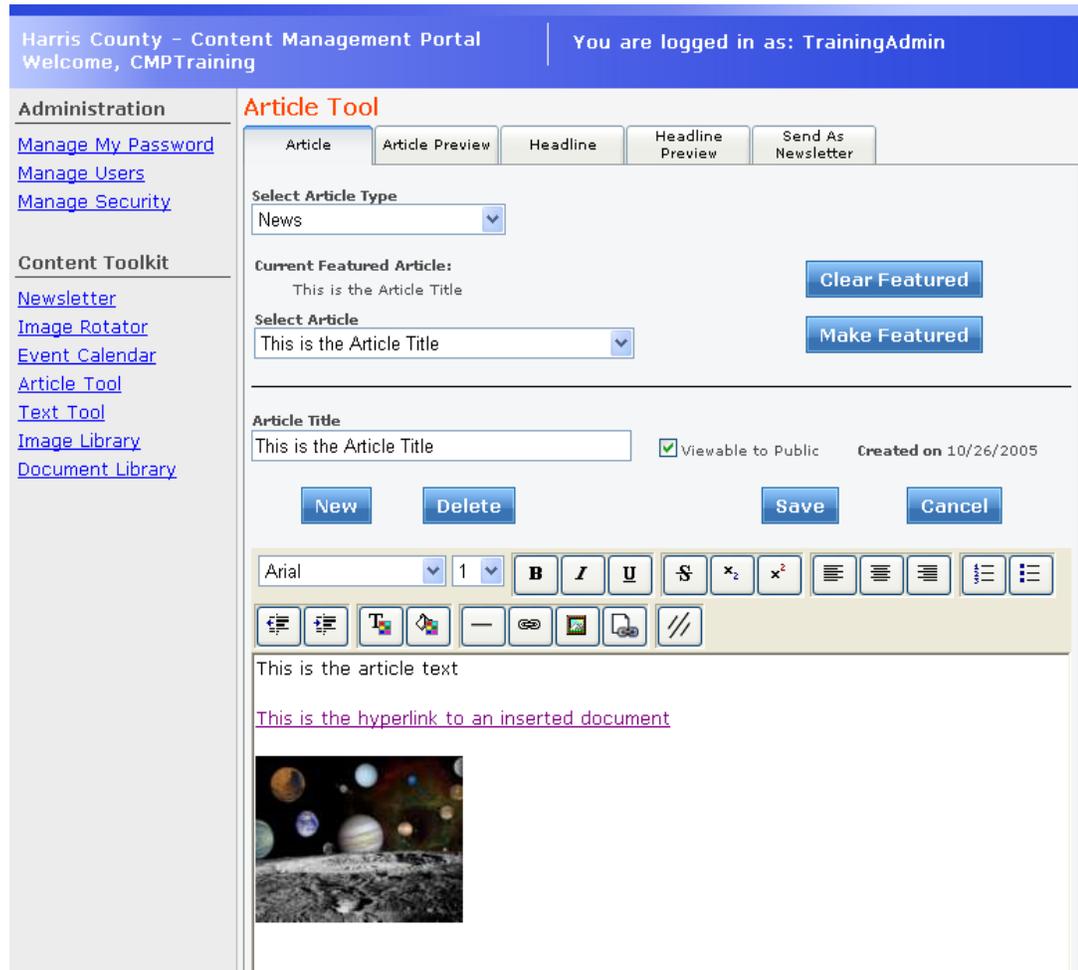
17

To insert an image along with the text and the document hyperlink, place the cursor in the text box where the image is to be inserted and click the image icon, , on the Format Toolbar.

(If no image is to be inserted, continue to step 18.)

For a more detailed explanation of inserting an image, refer to the section of this handout titled *Using the format toolbar*.

The following screen is an example of an image that was inserted in the text box of the Article Tool.



The screenshot shows the Harris County Content Management Portal interface. At the top, it says "Harris County - Content Management Portal" and "Welcome, CMPTraining". On the right, it says "You are logged in as: TrainingAdmin". The main content area is titled "Article Tool" and has several tabs: "Article", "Article Preview", "Headline", "Headline Preview", and "Send As Newsletter". The "Article" tab is selected. Below the tabs, there are several sections:

- Select Article Type:** A dropdown menu with "News" selected.
- Current Featured Article:** A text box containing "This is the Article Title" and a "Clear Featured" button.
- Select Article:** A dropdown menu with "This is the Article Title" selected and a "Make Featured" button.
- Article Title:** A text box containing "This is the Article Title".
- Viewable to Public:** A checked checkbox.
- Created on:** "10/26/2005".
- Buttons:** "New", "Delete", "Save", and "Cancel".
- Format Toolbar:** Includes font face (Arial), size (1), bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), superscript (x²), bulleted list, numbered list, indent, and outdent.
- Text Area:** Contains the text "This is the article text" and a hyperlink "This is the hyperlink to an inserted document".
- Image:** A small image of a planet (Jupiter) in space.

18

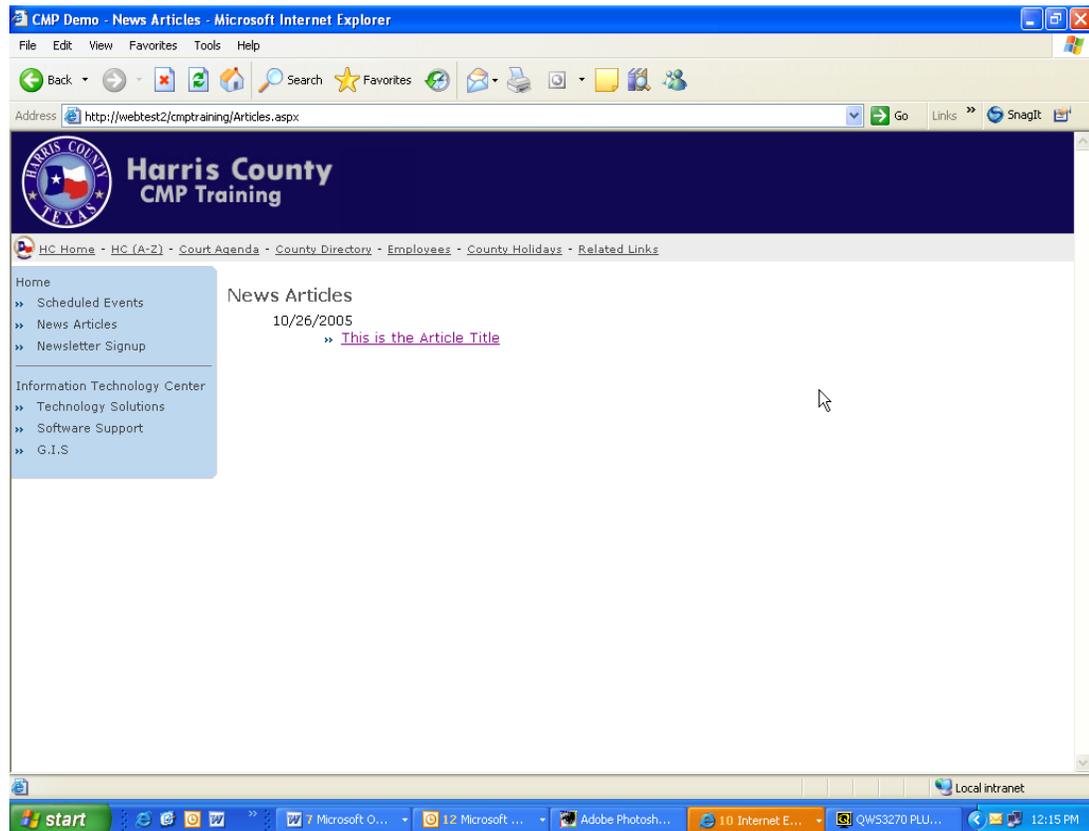
Click . No message displays.

NOTE: The agency website article page selected in step 2 will display the titles of all articles added through the Article Tool as hyperlinks. *Screen 1* below shows a sample agency website article page.

The article titles will link to text, hyperlinks and/or images that are added to the text box within the Article Tool. *Screen 2* below shows how text and an inserted document file and image display for an article title hyperlink accessed from the agency website article page.

ALWAYS check the agency website after adding an article to make sure it displays correctly.

Screen 1



Screen 2

CMP Training - News Article - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop SnagIt

Address http://webtest2/cmptraining/Article.aspx?ArticleID=53 Go Links SnagIt

 **Harris County**
CMP Training

HC Home - HC (A-Z) - Court Agenda - County Directory - Employees - County Holidays - Related Links

Home

- >> Scheduled Events
- >> News Articles
- >> Newsletter Signup

Information Technology Center

- >> Technology Solutions
- >> Software Support
- >> G.I.S

This is the Article Title
10/26/2005

This is the article text

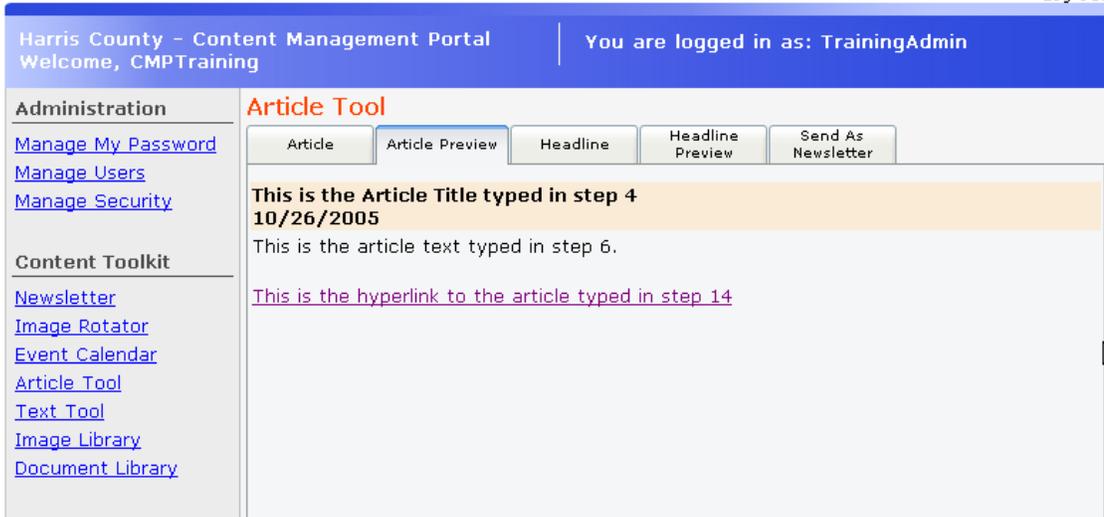
[This is the hyperlink to an inserted document](#)



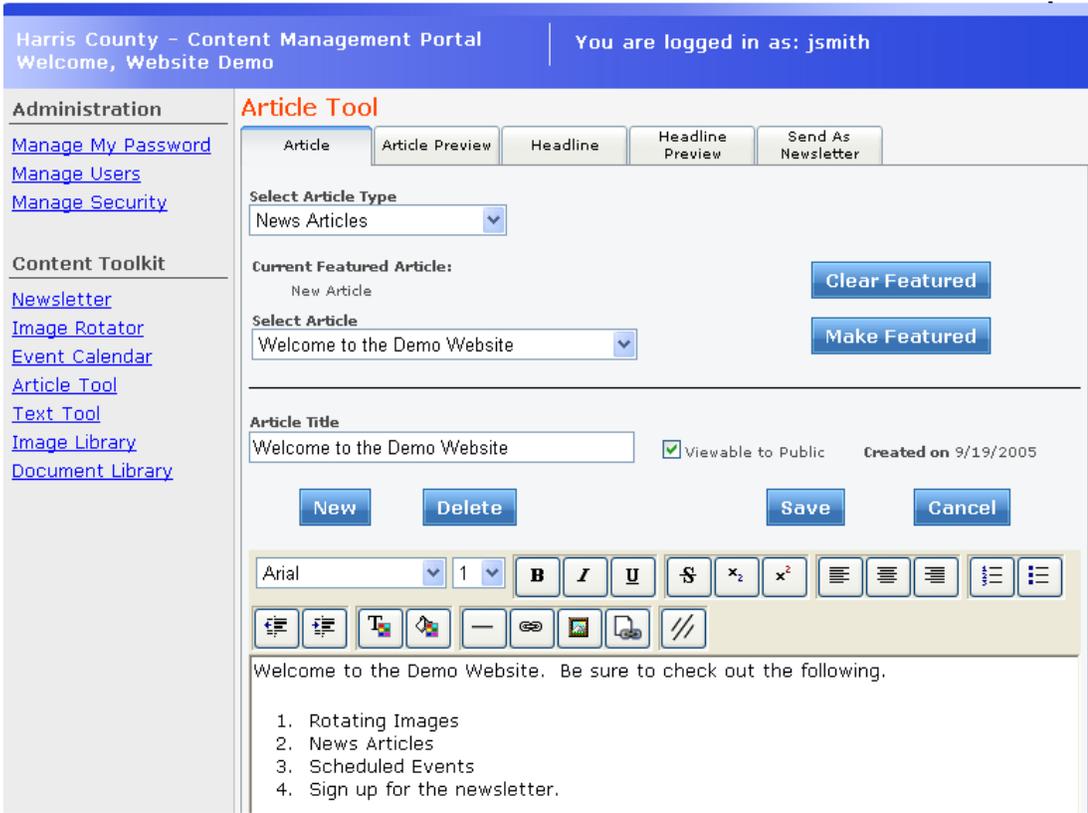
Done Local intranet

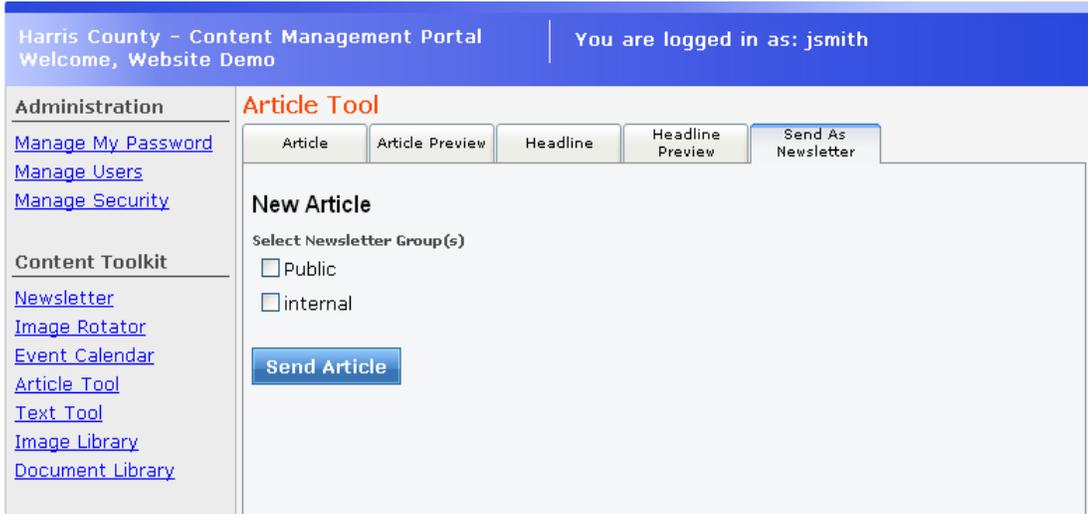
start 7 Microsoft Of... 14 Microsoft ... Adobe Photosh... I0 Internet E... QWS3270 PLUS ... 12:53 PM

Preview an article added to the website

Step	Action
1	<p>Select Article Creator from the Content Toolkit. Select the Article Preview Tab. The following screen will display with the most recently added article.</p>  <p>NOTE: The most recent changes made using the Article tab will display. A changed can be made but not saved, and it will still display on the Article Preview tab.</p> <p>Only changes that have been SAVED on the Article tab will display on the agency website.</p> <p>ALWAYS check changes on the agency website to ensure accuracy.</p>

Send an article to a newsletter group

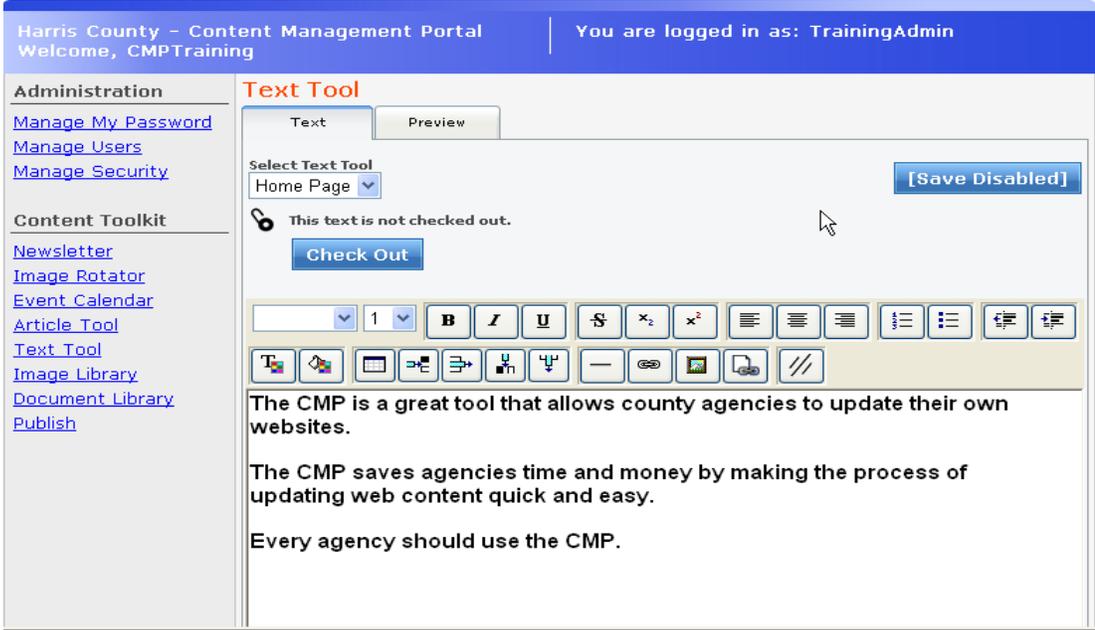
Step	Action
1	<p>Select Article Creator from the Content Toolkit. Select the Article tab. The following screen will display.</p> 
2	<p>Follow the procedures explained in the sections Create and Publish a News Article, Insert and Publish a File from the Document Library, or Insert and Publish Any Text File or Image to create an article to be sent to a newsletter group.</p> <p>NOTE: To create an article to be sent as an email but not published on the agency website, unselect the Viewable to Public checkbox.</p>

4	<p>Select the Send as Newsletter tab. The following screen will display with the most recently created article displayed.</p> 
5	<p>Select a Newsletter Group or Groups to which the article should be sent.</p>
6	<p>Click . The following message will display.</p> 
7	<p>Click .</p>

Text Tool

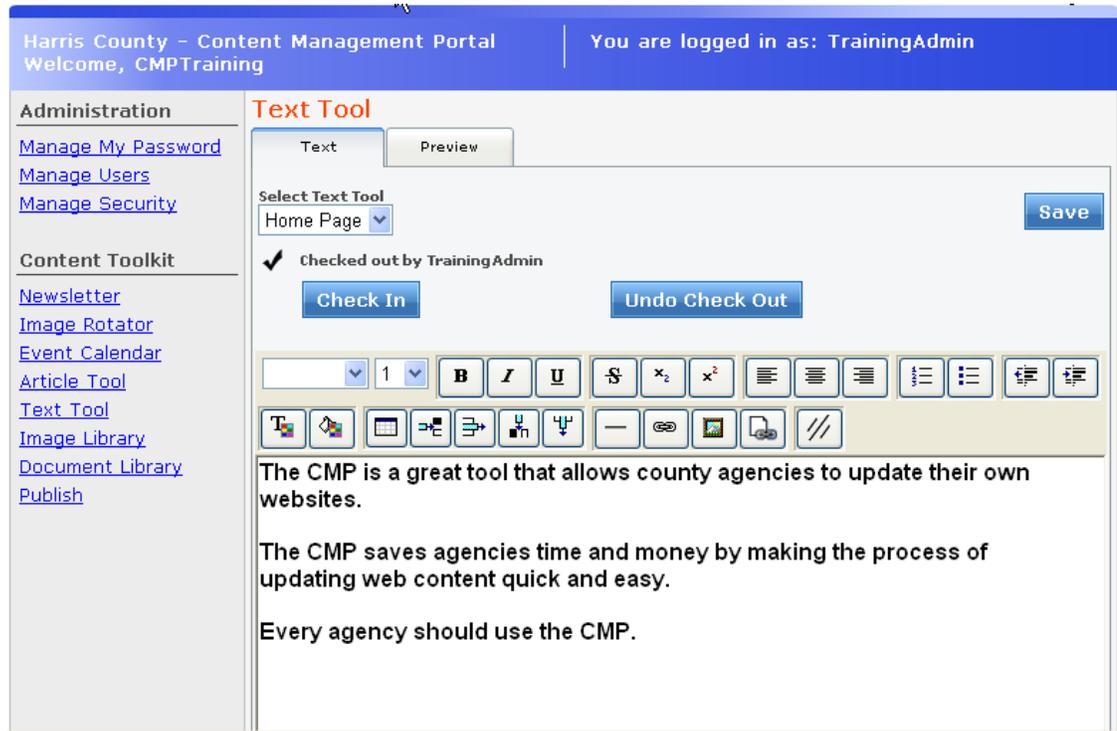
Select the Text Tool link from the Content Toolkit to access the following tabs:

- **Text** – Select this tab to perform the following procedures:
 - **Add, edit or delete text on a web page**
 - **Place a hyperlink on a web page**
 - **Place an image on a web page from the Image Library**
 - **Place an image on a web page by browsing to a file**
- **Preview** – Select this tab to perform the following procedure:
 - **Preview edited text**

Add, edit or delete text and /or images on a web page	
Step	Action
1	<p>Select the <u>Text Tool</u> from the Content Toolkit. The following screen will display.</p> 
2	<p>Use the Select Text Tool drop-down menu to select the text location to be updated. The text for that location will display in the text box under the format toolbar.</p> <p>NOTE: The Text Tool is the location or page where the text displays. The Text Tools, or text locations, on an agency’s website that are updatable through the CMP are defined by ITC when the agency’s website is initially published. A page within an agency’s website may have none, one or many text tools.</p>

3

Click . The following screen will display.



NOTE: Once the Text Tool is checked out, the , , and  buttons display.

4

Add, edit or delete text in the text box provided. Any images that display in the text box can also be deleted by selecting the image and pressing delete or a new image can be placed. See the additional instructions on pages 93 and 98 for placing images on a web page.

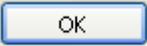
Click  periodically to save the changes within the CMP tool.

NOTE: Clicking save does not save changes to the agency's website. See the next step to save the changes to the agency's website.

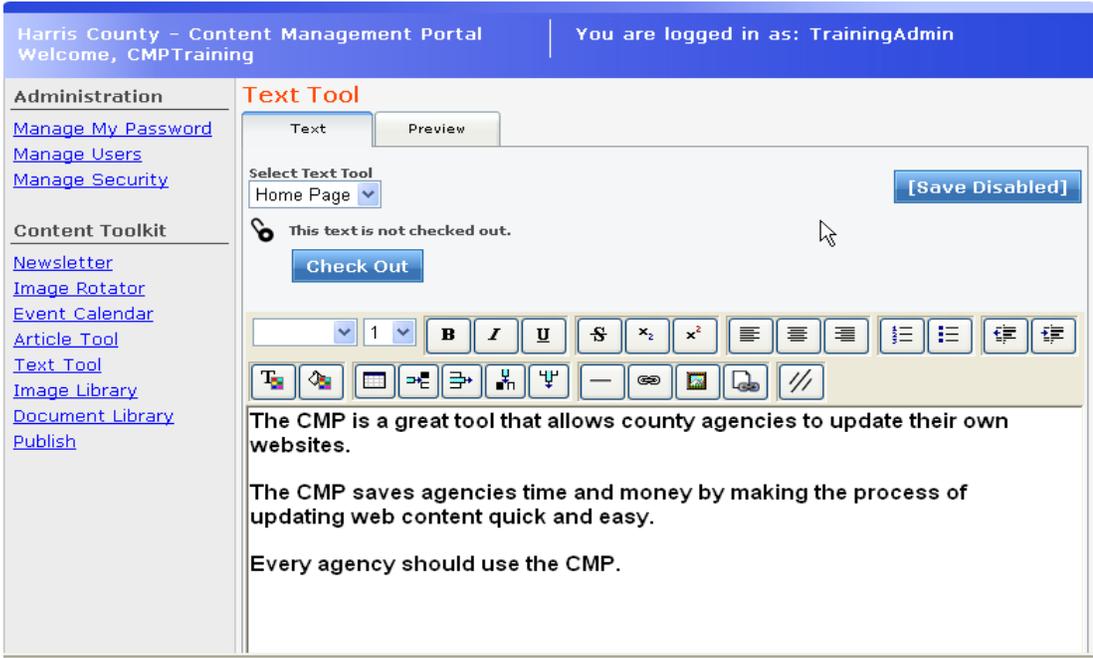
The Text Tool does not recognize formatting from other programs. Therefore, text saved in a Word document cannot be copied into the Text Tool.

To copy and paste into the Text Tool, save a Word document as a text file or use Notepad to create plain text files.

Text will then have to be reformatted using the Format Toolbar within the Text Tool.

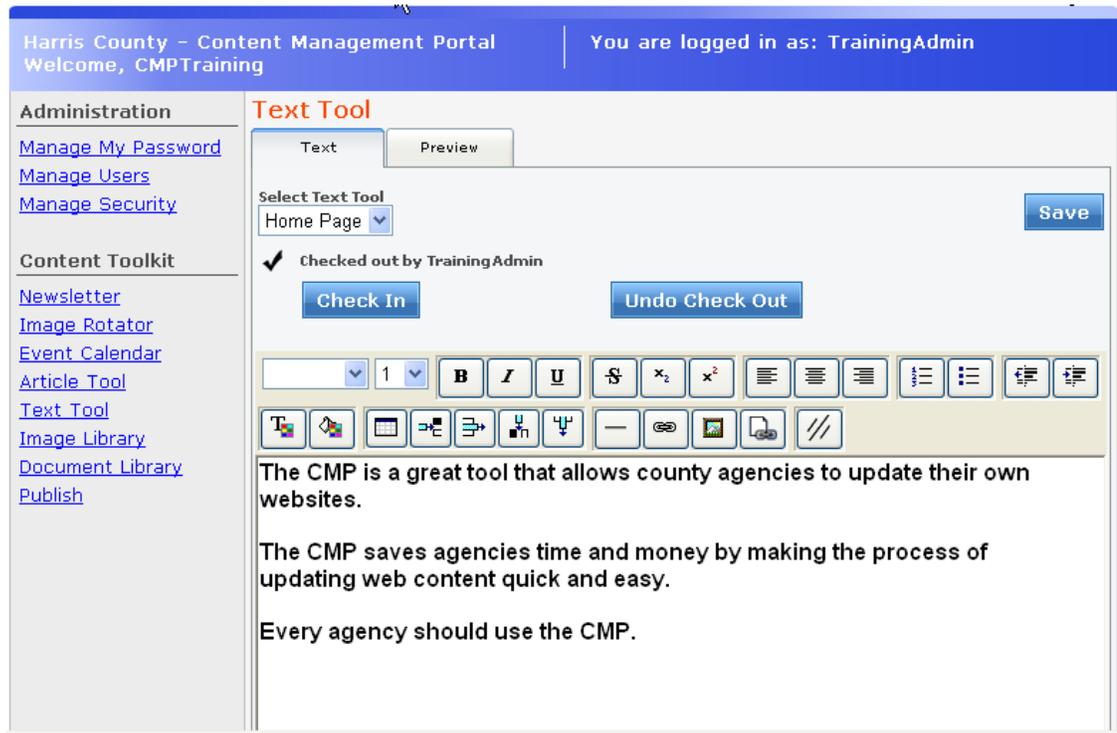
5	<p>To save changes to an agency's website, click  . The following message will display.</p> 
5	<p>Click  .</p> <p>NOTE: Once the  button is clicked, the text that is added or updated will be immediately displayed on the agency website.</p> <p>ALWAYS access the agency website to ensure accuracy of changes.</p>

Place a hyperlink on a web page

Step	Action
1	<p>Select the <u>Text Tool</u> from the Content Toolkit. The following screen will display.</p> 
2	<p>Use the Select Text Tool drop-down menu to select the text location you wish to update. The text for that location will display in the text box under the format toolbar.</p> <p>NOTE: The Text Tool is the location of the text. The Text Tools, or text locations, on an agency's website that are updatable through the CMP were defined by ITC when the agency's website was initially published. A page within an agency's website may have none, one or many text tools.</p>

3

Click . The following screen will display.



NOTE: Once the Text Tool is checked out, the , , and  buttons display.

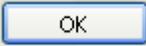
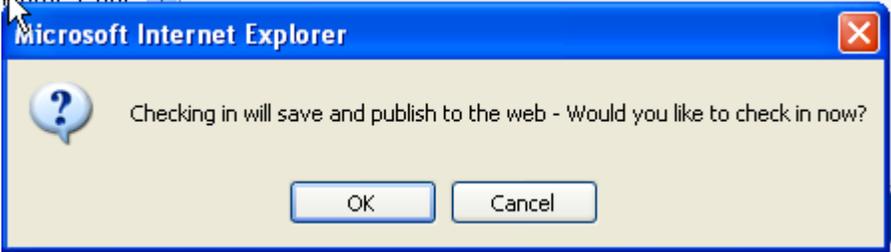
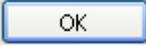
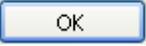
4

Place the cursor in the position within the text box where the hyperlink is to be inserted.

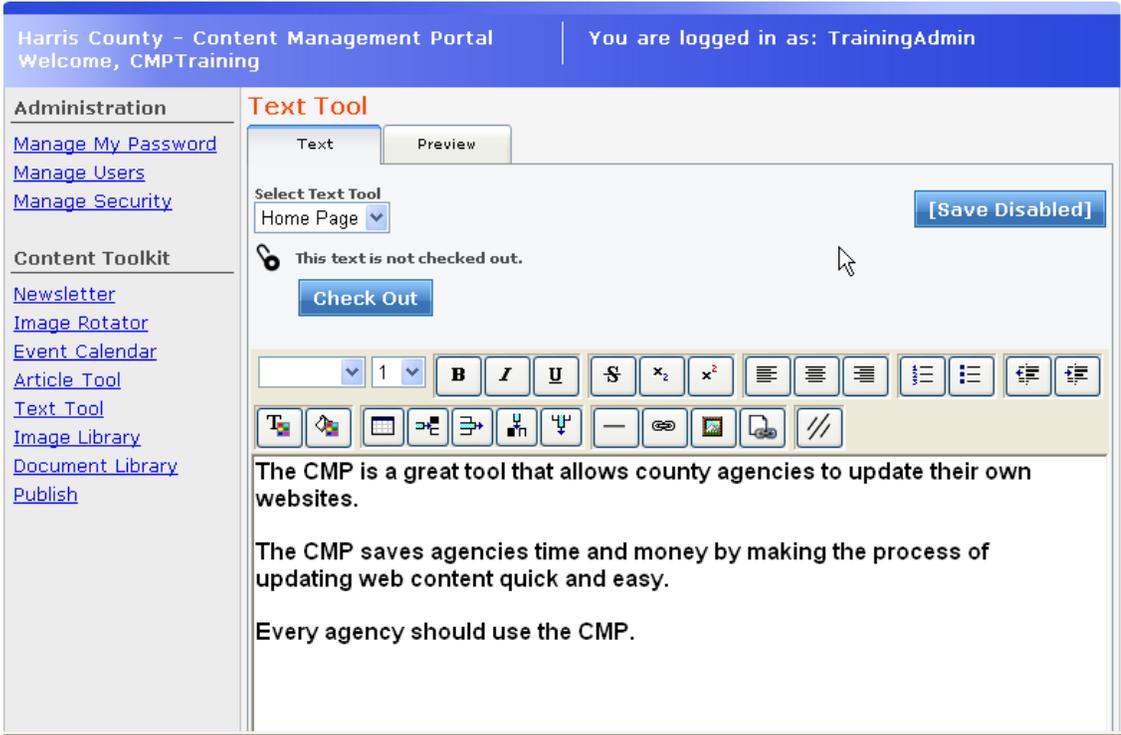
5

Click the insert hyperlink icon, , on the Format Toolbar. The following screen will display.



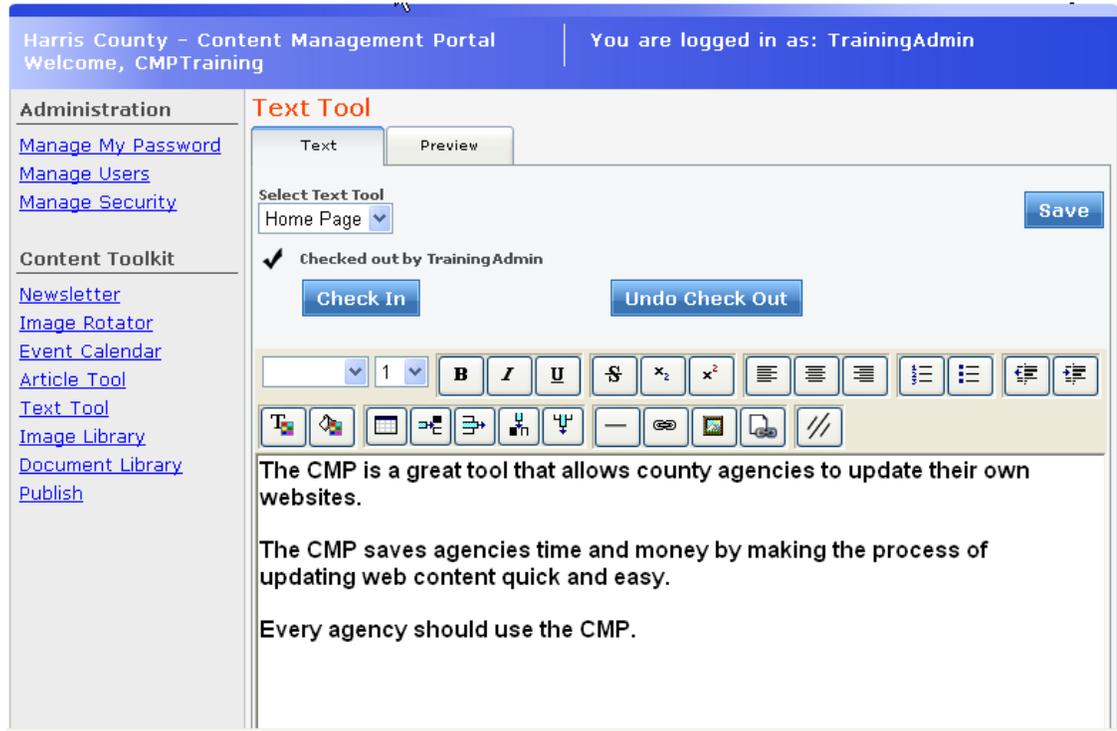
6	<p>Select the type of source data being linked to from the Type drop-down menu.</p> <p>NOTE: The Type field defaults to http: for a website URL, but the type can be changed for other types of data sources such as email addresses, telnet ports, ftp sites, etc.</p>
7	<p>Type a web address or path to the source data in the URL field.</p>
8	<p>Click . The hyperlink will display in the text box.</p>
9	<p>To save the changes to an agency's website, click . The following message will display.</p> 
9	<p>Click .</p> <p>NOTE: Once the  button is clicked, the hyperlink will be immediately displayed on the agency website.</p> <p>ALWAYS access the agency website to ensure accuracy of changes.</p>

Place an image on a web page from the Image Library

Step	Action
1	<p>Select the Text Tool from the Content Toolkit. The following screen will display.</p> 
2	<p>Use the Select Text Tool drop-down menu to select the text location to be updated. The text for that location will display in the text box under the format toolbar.</p> <p>NOTE: The Text Tool is the location of the text. The Text Tools, or text locations, on an agency's website that are updatable through the CMP are defined by ITC when an agency's website is initially published. A page within an agency's website may have none, one or many text tools.</p>

3

Click . The following screen will display.



Harris County - Content Management Portal | You are logged in as: TrainingAdmin
Welcome, CMPTraining

Administration
[Manage My Password](#)
[Manage Users](#)
[Manage Security](#)

Content Toolkit
[Newsletter](#)
[Image Rotator](#)
[Event Calendar](#)
[Article Tool](#)
[Text Tool](#)
[Image Library](#)
[Document Library](#)
[Publish](#)

Text Tool

Text | Preview

Select Text Tool
Home Page

Save

✓ Checked out by TrainingAdmin

Check In | Undo Check Out

1 | B | I | U | S | x₂ | x² | [List Icons]

[Image Icons]

The CMP is a great tool that allows county agencies to update their own websites.

The CMP saves agencies time and money by making the process of updating web content quick and easy.

Every agency should use the CMP.

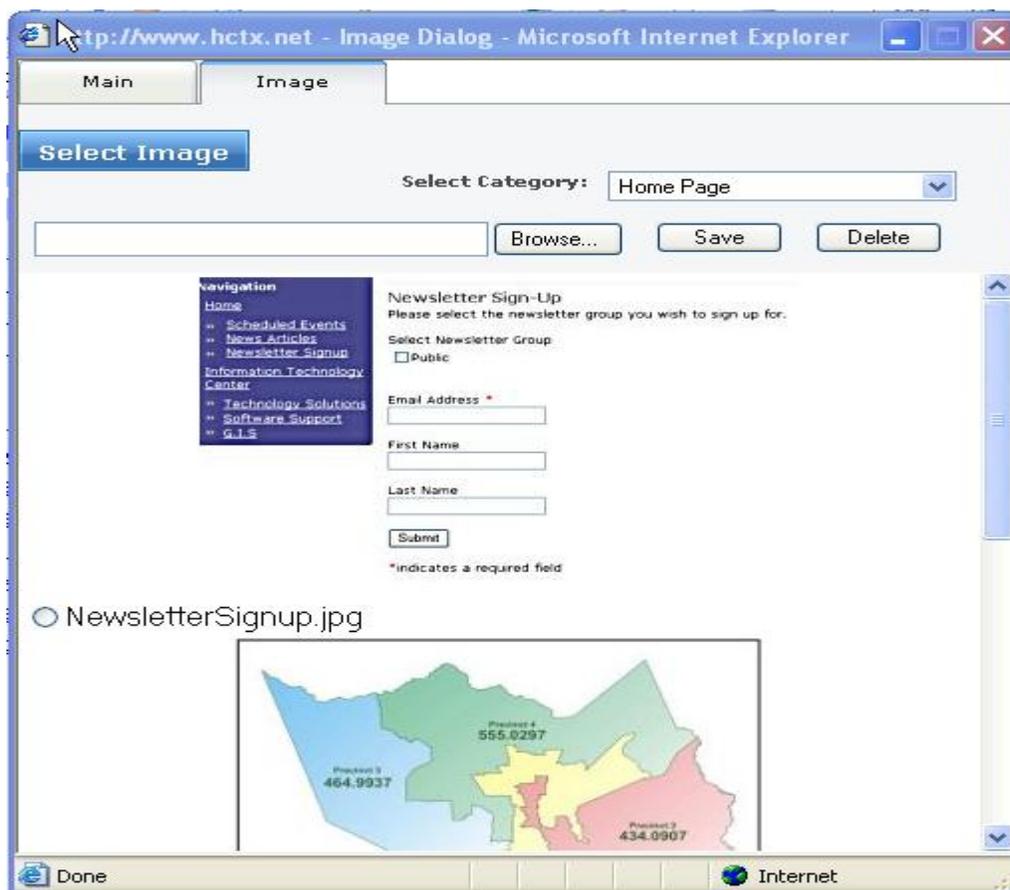
NOTE: Once the Text Tool is checked out, the , , and  buttons display.

3

Place the cursor in the text box where the image is to be inserted.

4

Click the insert image icon, , on the Format Toolbar. The following screen will display.



5

Select an image category from the Select Category drop-down menu.

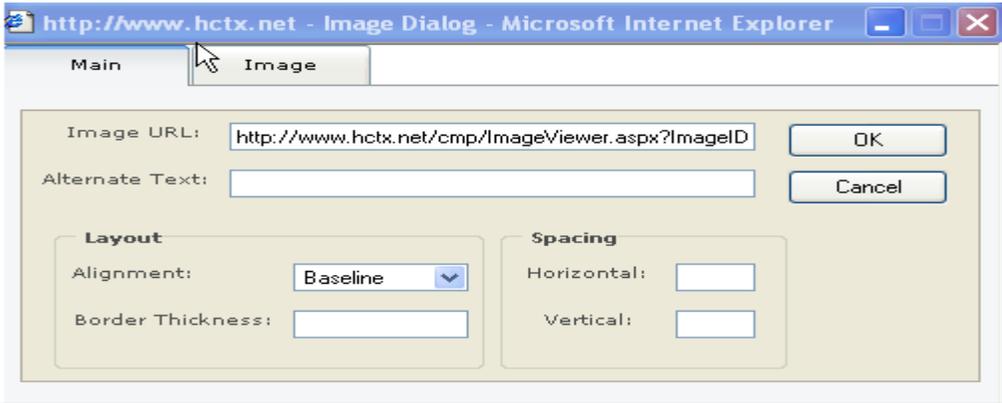
NOTE: Image categories are added using the Image Library. If there is no category listed in the Select Category Drop down menu, access the [Image Library](#) from the Content Toolkit to create an image category and add files. All image files added to an agency website must be saved to the Image Library which is stored on the ITC server.

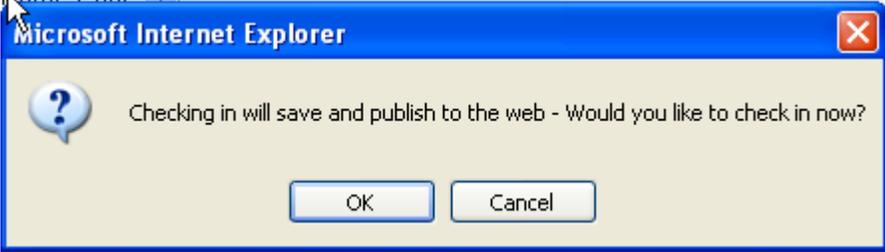
See the section titled *Image Library* for more information.

6

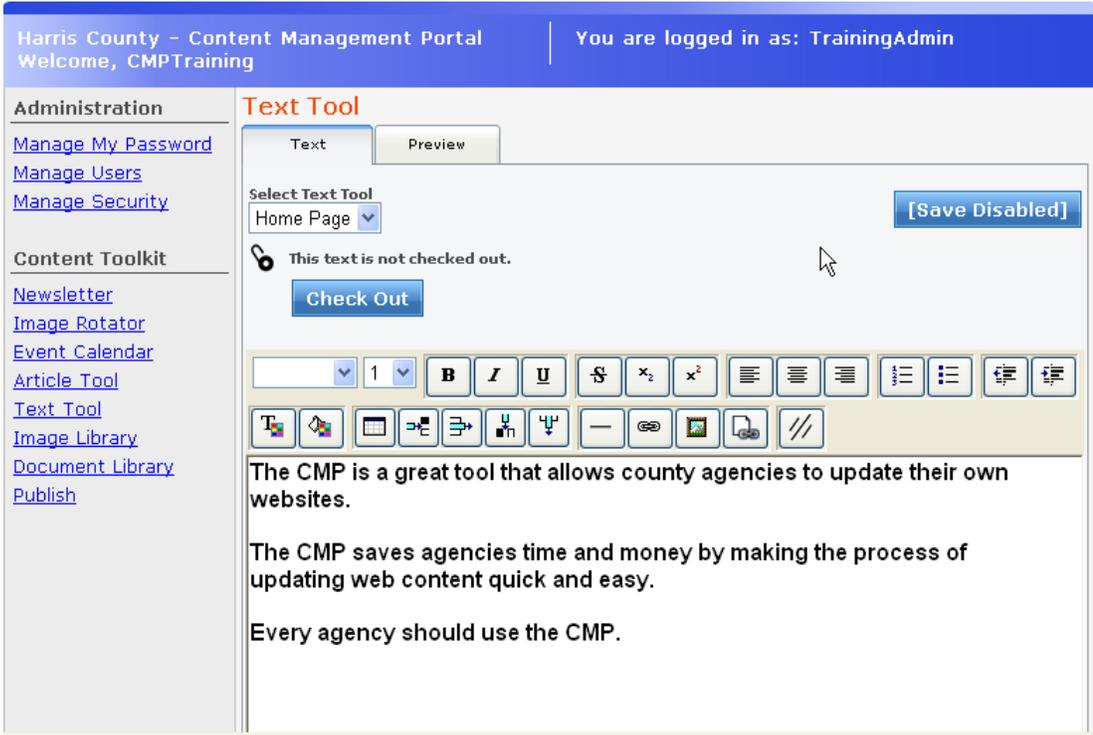
Select an image by clicking the button next to the image name

NOTE: Use the scroll bar on the right to scroll down and see all the images in a category.

7	<p>Click . The following screen will display.</p> 
8	<p>Type the alternate text for the image in the Alternate Text field. See the <i>Glossary</i> section of this handout for a detailed explanation of alternate text.</p>
9	<p>Select the page alignment for the image from the Alignment drop-down menu.</p> <p>NOTE : The page alignment defaults to baseline which places the image at the cursor insertion point. Left alignment places the image at the left margin of the text and right alignment places the image at the right margin of the text.</p>
10	<p>Select a border size for the image by typing a number in the Border Thickness field.</p> <p>NOTE: Border thickness can vary greatly from .25 to 5 or more. Border thickness is a design issue that should be determined on a case- by-case basis.</p>
11	<p>In the section titled Spacing, in both the Horizontal and Vertical fields, set the space between the image and the text.</p> <p>NOTE: A typical horizontal and vertical space setting is 4.</p>
12	<p>Click .</p>

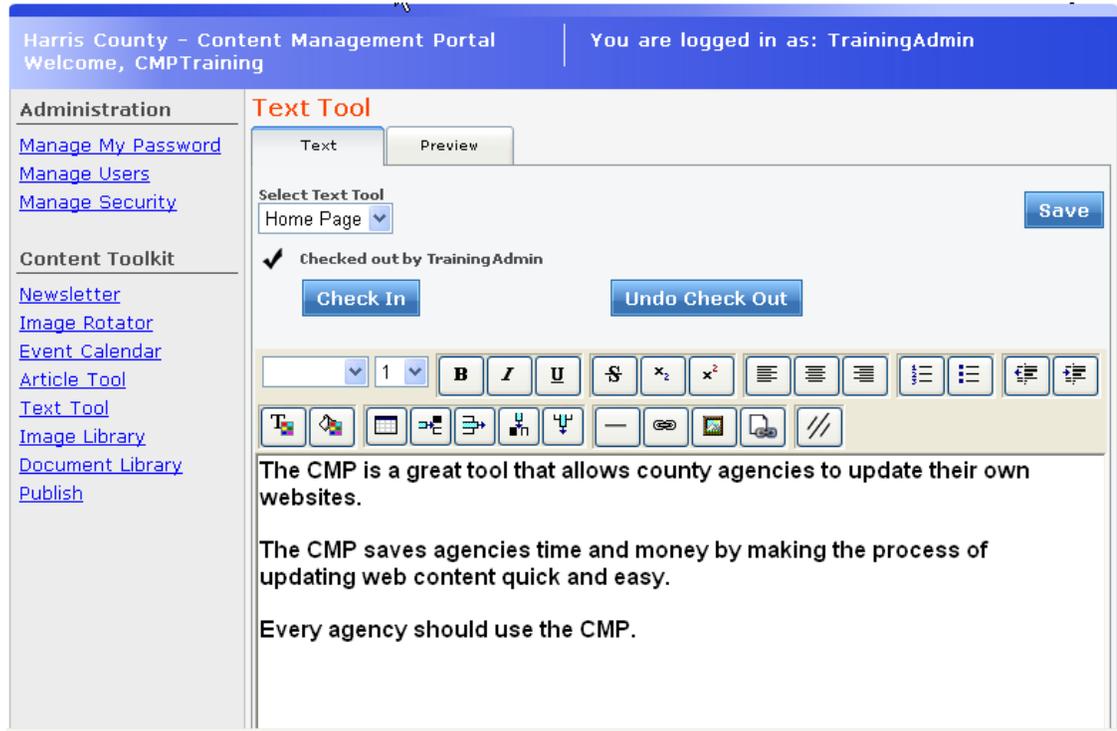
13	<p>The image will display in the text box according to the specifications entered.</p> <p>NOTE: If the image does not display correctly, click the image, press delete and start over with step 3.</p>
14	<p>To save the changes to an agency's website, click  . The following message will display.</p> 
15	<p>Click  .</p> <p>NOTE: Once the  button is clicked, the image will be immediately displayed on the agency website.</p> <p>ALWAYS access the agency website to ensure accuracy of changes.</p>

Place an image on a web page by browsing to a file

Step	Action
1	<p>Select the <u>Text Tool</u> from the Content Toolkit. The following screen will display.</p> 
2	<p>Use the Select Text Tool drop-down menu to select the text location to be updated. The text for that location will display in the text box under the format toolbar.</p> <p>NOTE: The Text Tool is the location of the text. The Text Tools, or text locations, on an agency's website that are updatable through the CMP are defined by ITC when an agency's website is initially published. A page within an agency's website may have none, one or many text tools.</p>

3

Click . The following screen will display.



NOTE: Once the Text Tool is checked out, the , , and  buttons display.

4

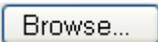
Place the cursor in the text box where the image is to be inserted.

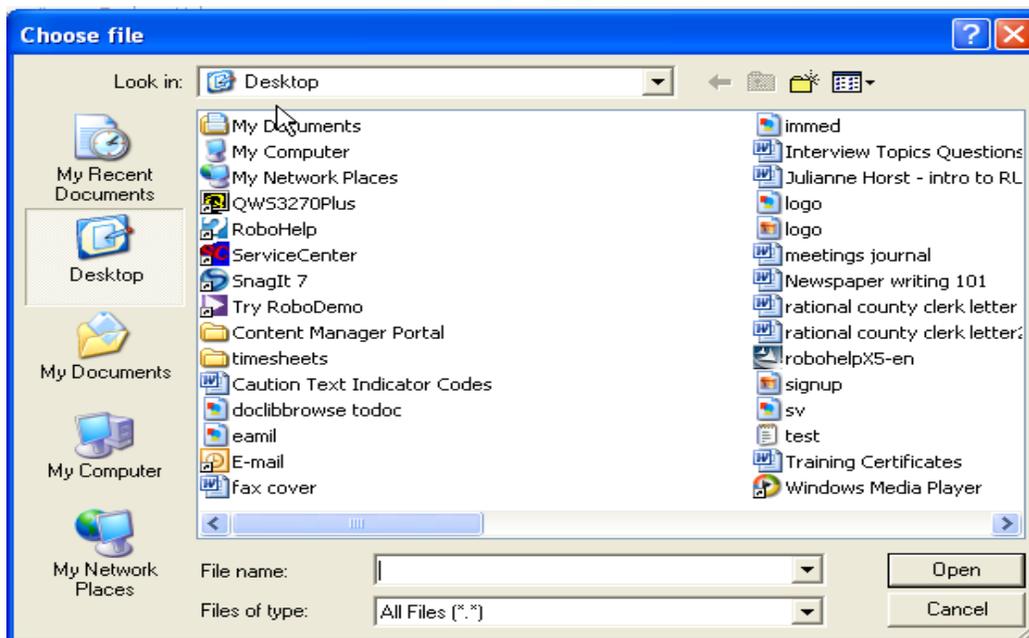
5

Click the insert image icon, , on the Format Toolbar. The following screen will display.



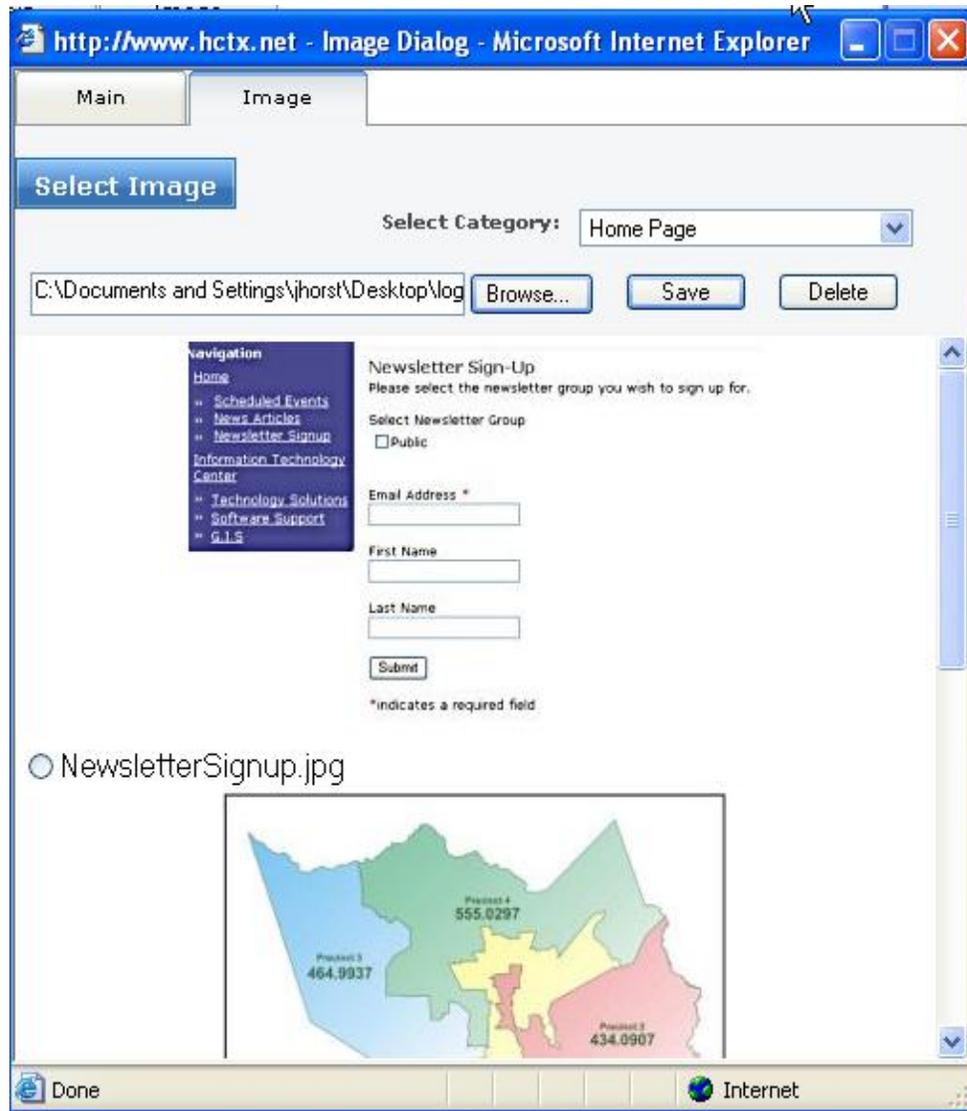
6

Click . The following screen will display.



7

Browse to the image file to be inserted. Double-click on the file name or left click on the file name and click  to select the image to be inserted. The following screen will display.

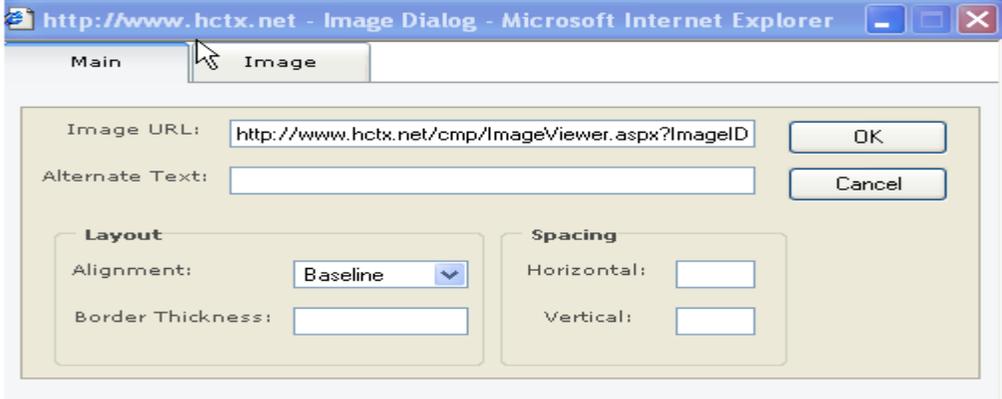


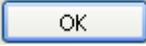
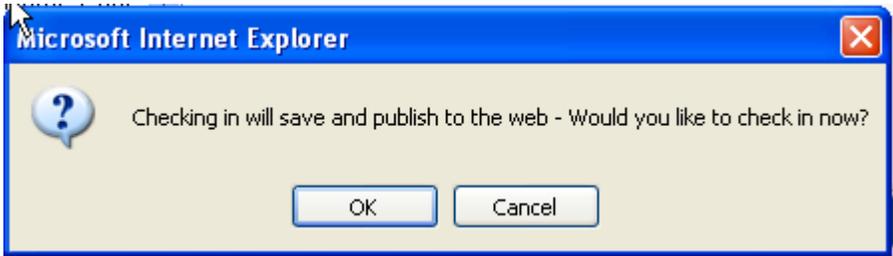
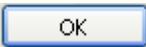
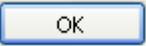
8

Select an image category from the Select Category drop-down menu.

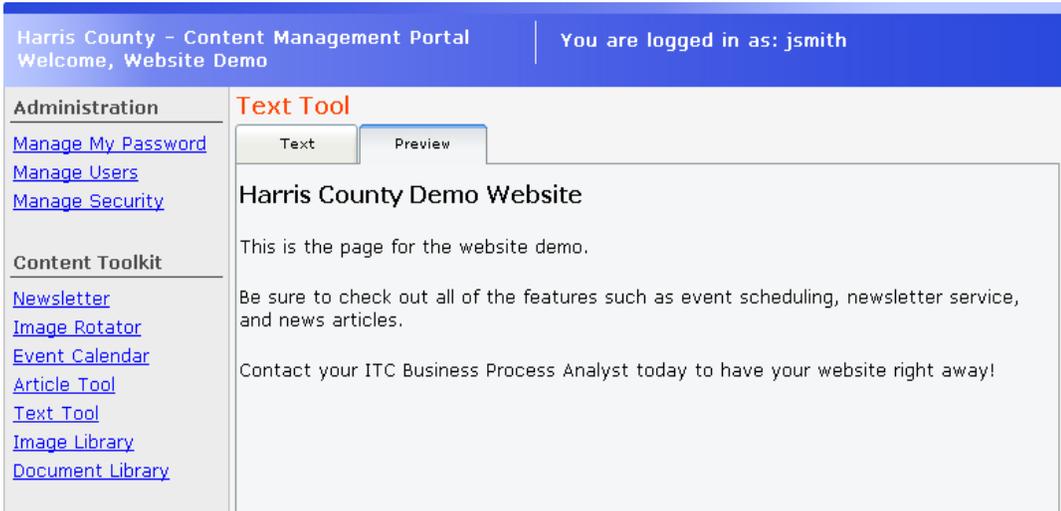
NOTE: Image categories are added using the Image Library. If there is no category listed in the Select Category Drop down menu, access the Image Library from the Content Toolkit to create a document category and add files. All image files added to an agency website must be saved to the Image Library which is stored on the ITC server.

See the section titled *Image Library* for more information.

9	<p>Click . The image will now display as one of the choices on the screen.</p> <p>NOTE: The image will also be saved to the ITC server in the Image Library category designated in step 8.</p>
7	<p>Select the image by clicking the selection button next to the image file name.</p>
8	<p>Click . The following screen will display.</p> 
8	<p>Type the alternate text for the image in the Alternate Text field. See the <i>Glossary</i> section of this handout for a detailed explanation of alternate text.</p>
9	<p>Select the page alignment for the image from the Alignment drop-down menu.</p> <p>NOTE : The page alignment defaults to baseline which places the image at the cursor insertion point. Left alignment places the image at the left margin of the text and right alignment places the image at the right margin of the text.</p>
10	<p>Select a border size for the image by typing a number in the Border Thickness field.</p> <p>NOTE: Border thickness can vary greatly from .25 to 5 or more. Border thickness is a design issue that should be determined on a case- by-case basis.</p>

11	<p>Select a border size for the image by typing a number in the Border Thickness field.</p> <p>NOTE: Border thickness can vary greatly from .25 to 5 or more. Border thickness is a design issue that should be determined on a case- by-case basis.</p>
12	<p>Click .</p>
13	<p>The image will display in the text box according to the specifications entered.</p> <p>NOTE: If the image does not display correctly, click the image, press delete and start over with step 3.</p>
14	<p>To save the changes to an agency's website, click .</p> <p>The following message will display.</p> 
15	<p>Click .</p> <p>NOTE: Once the  button is clicked, the image will be immediately displayed on the agency website.</p> <p>ALWAYS access the agency website to ensure accuracy of changes.</p>

Preview edited text

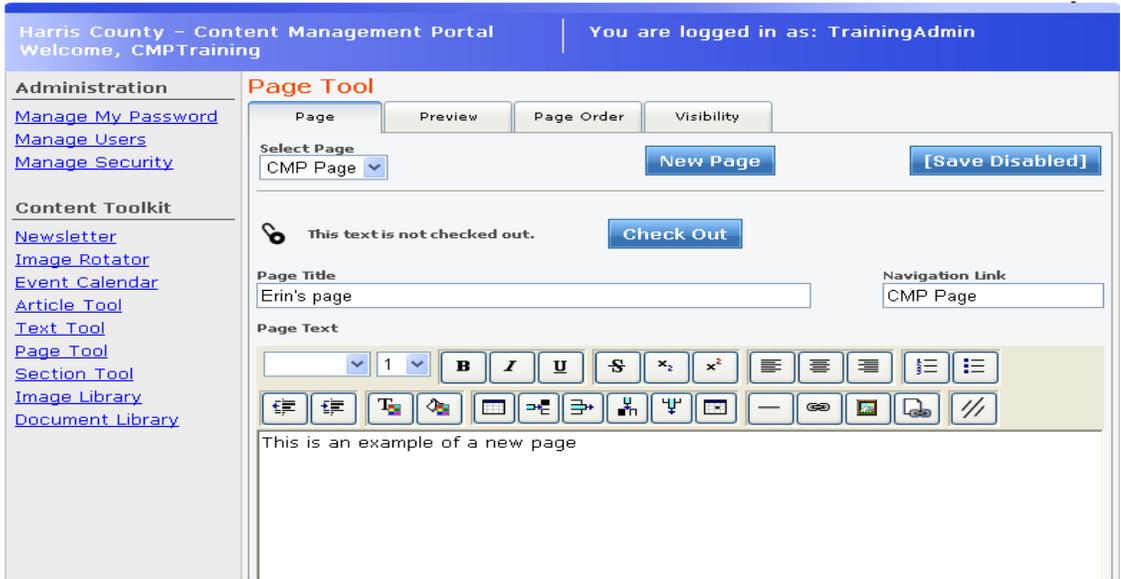
Step	Action
1	<p>Select the <u>Text Tool</u> from the Content Toolkit. Select the Preview tab. The following screen will display.</p>  <p>The screenshot shows the Harris County Content Management Portal interface. At the top, a blue header bar contains the text "Harris County - Content Management Portal" and "Welcome, Website Demo" on the left, and "You are logged in as: jsmith" on the right. Below the header, there is a navigation menu with two main sections: "Administration" and "Content Toolkit". Under "Administration", there are links for "Manage My Password", "Manage Users", and "Manage Security". Under "Content Toolkit", there are links for "Newsletter", "Image Rotator", "Event Calendar", "Article Tool", "Text Tool", "Image Library", and "Document Library". The "Text Tool" is currently selected, and the "Preview" tab is active. The main content area displays "Harris County Demo Website" with the following text: "This is the page for the website demo.", "Be sure to check out all of the features such as event scheduling, newsletter service, and news articles.", and "Contact your ITC Business Process Analyst today to have your website right away!".</p> <p>NOTE: The most recent changes made using the Text tab will display. A change can be made, but not saved, and it will still display on the Preview tab.</p> <p>Only changes that have been SAVED on the Text tab will display on the agency website.</p> <p>ALWAYS check changes on the agency website to ensure accuracy.</p>

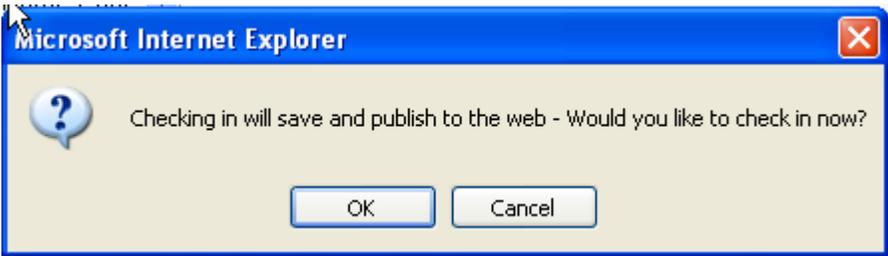
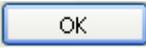
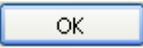
Page Tool

Select the Page Tool link from the Content Toolkit to access the following tabs:

- **Page** – Select this tab to:
 - **Add a new page to a website. This will also add a link to the new page in the left navigation tree.**
- **Preview** – Select this tab to:
 - **Preview a new page added to a website.**
- **Page Order** – Select this tab to:
 - **Reorder new pages added to a website.**
- **Visibility** – Select this tab to:
 - **Mark the newly created page “Is Viewable” so it will display on the agency website.**
 - **Mark the new page “Is Indented” to make it indented in the list of links on the left navigation tree.**

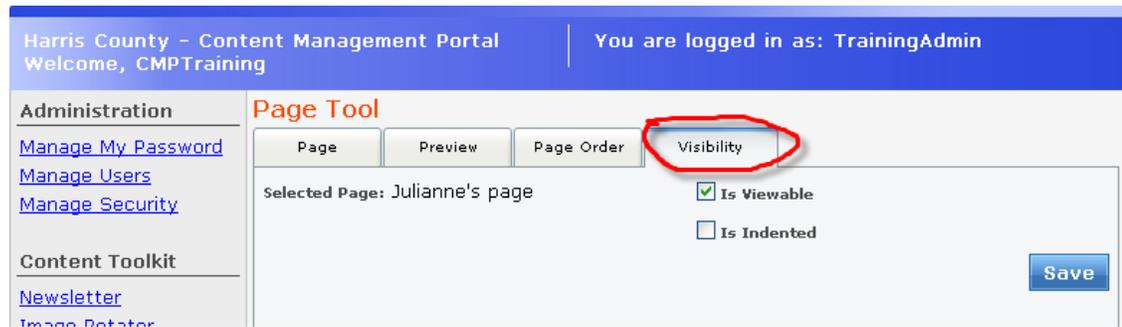
NOTE: See steps 6 and 7 on the procedures below titled *Add a new page to your agency’s website* for more information on the Visibility tab.

Add a new page to a website	
Step	Action
1	<p>Select the <u>Page Tool</u> from the Content Toolkit. The following screen will display.</p>  <p>The screenshot shows the 'Page Tool' interface with the following elements:</p> <ul style="list-style-type: none"> Header: Harris County - Content Management Portal, Welcome, CMPTraining. You are logged in as: TrainingAdmin. Administration menu: Manage My Password, Manage Users, Manage Security. Content Toolkit menu: Newsletter, Image Rotator, Event Calendar, Article Tool, Text Tool, Page Tool, Section Tool, Image Library, Document Library. Page Tool tabs: Page (selected), Preview, Page Order, Visibility. Select Page: CMP Page (dropdown), New Page (button), [Save Disabled] (button). Check Out: This text is not checked out. Check Out (button). Page Title: Erin's page (text input). Navigation Link: CMP Page (text input). Page Text: This is an example of a new page (text area). Rich Text Editor: Includes a toolbar with options for bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, link, unlink, insert image, insert video, insert table, insert link, and insert code.

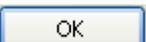
2	<p>Click .</p>
3	<p>Click .</p> <p>NOTE: Once the Text Tool is checked out, the , , and  buttons display.</p>
4	<p>Type in a Page Title and a name for the Navigation Link to the new page (The Navigation Link is the name that will display in the navigation menu on the website.).</p> <p>Add content to your new page by typing and formatting text for the page in the text box provided. See the section titled <i>Using the Format Toolbar</i> for more information on formatting text.</p> <p>Click  periodically to save the changes within the CMP tool.</p> <p>NOTE: Clicking save does not save changes to the agency’s website. See the next step to save the changes to the agency’s website.</p>
5	<p>To save changes to an agency’s website, click .</p> <p>The following message will display.</p>  <p>Click .</p> <p>NOTE: Once the  button is clicked, you must proceed to step 6 and mark the page “Is Viewable” to make it display on the agency website.</p>

6

Click the **Visibility tab** within the Page Tool. The following screen will display:



7

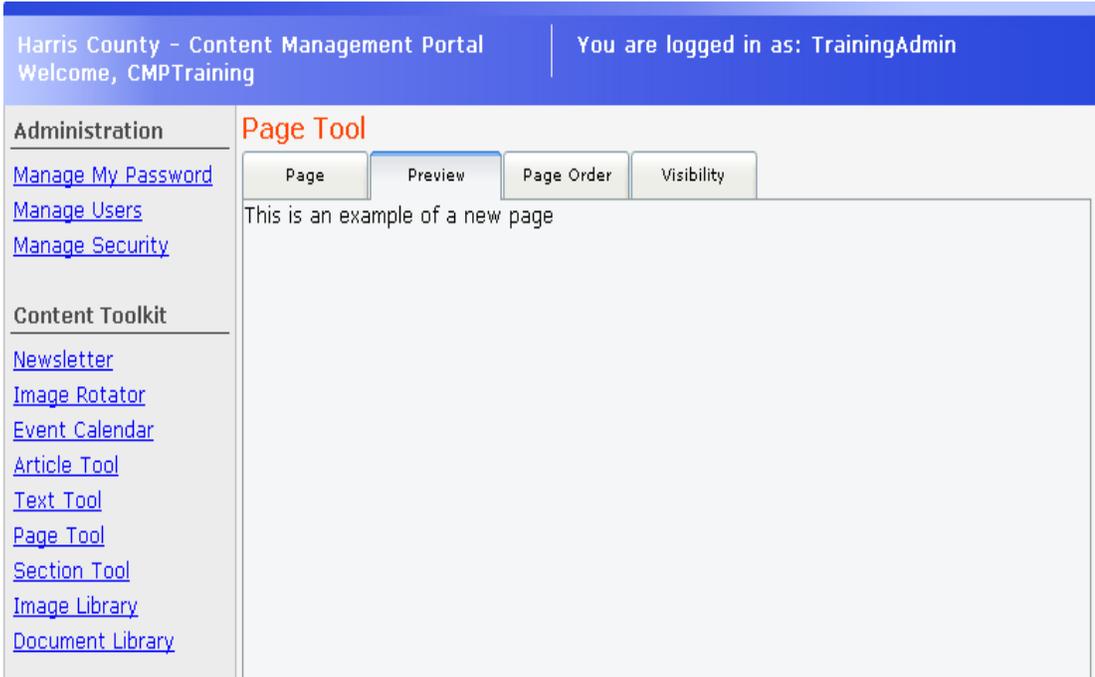
Check the “Is Viewable” option and click  (and then ) to make the new page visible on the agency’s website.

NOTE: The “Is Indented” option can be selected if the link to the new page should be indented on the website’s left navigation menu. In the example below the last three pages on the navigation menu have been indented.

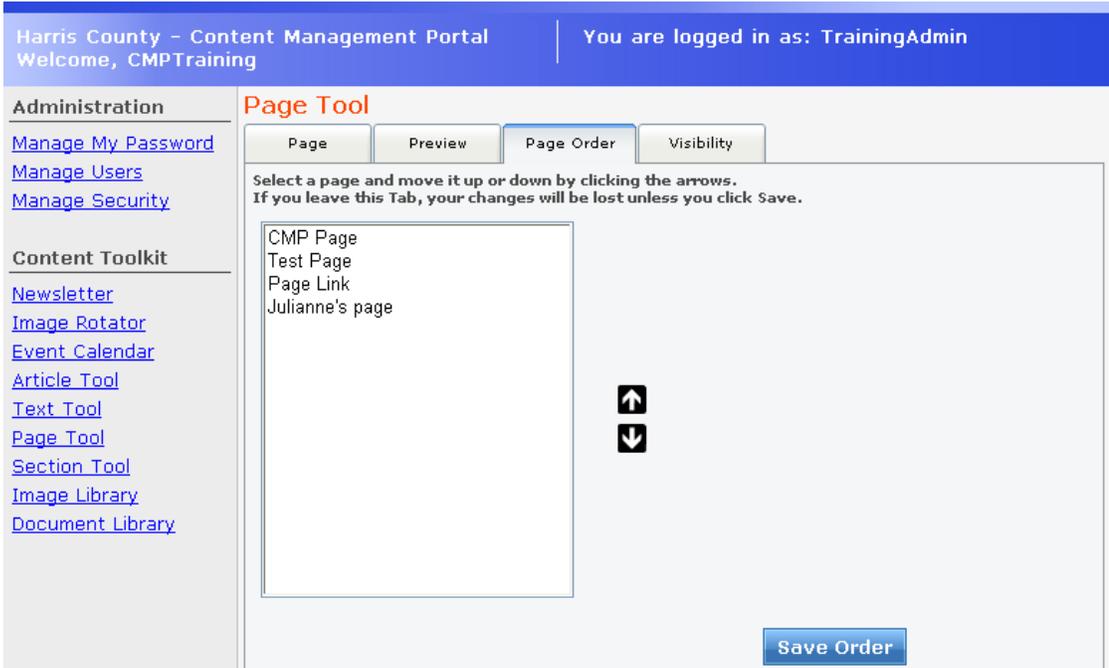
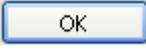


NOTE: ALWAYS access the agency website to ensure accuracy of changes. It may be necessary to close and reopen your current browser to see the most recent changes.

Preview a new page added to a website

Step	Action
1	<p>Select the Page Tool from the Content Toolkit. Click the Preview tab, the following screen will display.</p>  <p>The screenshot displays the Harris County Content Management Portal interface. At the top, a blue header bar contains the text "Harris County - Content Management Portal" and "Welcome, CMPTraining" on the left, and "You are logged in as: TrainingAdmin" on the right. Below the header, the "Administration" section includes links for "Manage My Password", "Manage Users", and "Manage Security". The "Content Toolkit" section includes links for "Newsletter", "Image Rotator", "Event Calendar", "Article Tool", "Text Tool", "Page Tool", "Section Tool", "Image Library", and "Document Library". The "Page Tool" is selected, and the "Preview" tab is active, showing a preview of a new page with the text "This is an example of a new page".</p>

Reorder new pages added to a website

Step	Action
1	<p>Select the Page Tool from the Content Toolkit. Click the Page Order tab and the following screen will display.</p>  <p>The screenshot shows the Harris County Content Management Portal interface. At the top, it says 'Harris County - Content Management Portal' and 'Welcome, CMPTraining'. On the right, it says 'You are logged in as: TrainingAdmin'. The main content area is titled 'Page Tool' and has four tabs: 'Page', 'Preview', 'Page Order', and 'Visibility'. The 'Page Order' tab is selected. Below the tabs, there is a list of pages: 'CMP Page', 'Test Page', 'Page Link', and 'Julianne's page'. To the right of the list are two arrows, one pointing up and one pointing down, for reordering. At the bottom right of the page list area is a 'Save Order' button. The instructions above the list say: 'Select a page and move it up or down by clicking the arrows. If you leave this Tab, your changes will be lost unless you click Save.'</p>
2	<p>Highlight a page on the list and click the up and down arrows to move that page up and/or down in page order. Continue this for every page until desired page order is achieved.</p>
3	<p>Click . The following pop-up will display:</p>  <p>The screenshot shows a Microsoft Internet Explorer window with a yellow warning icon and the text 'Page order Saved'. Below the text is an 'OK' button.</p> <p>Click .</p>

Section Tool

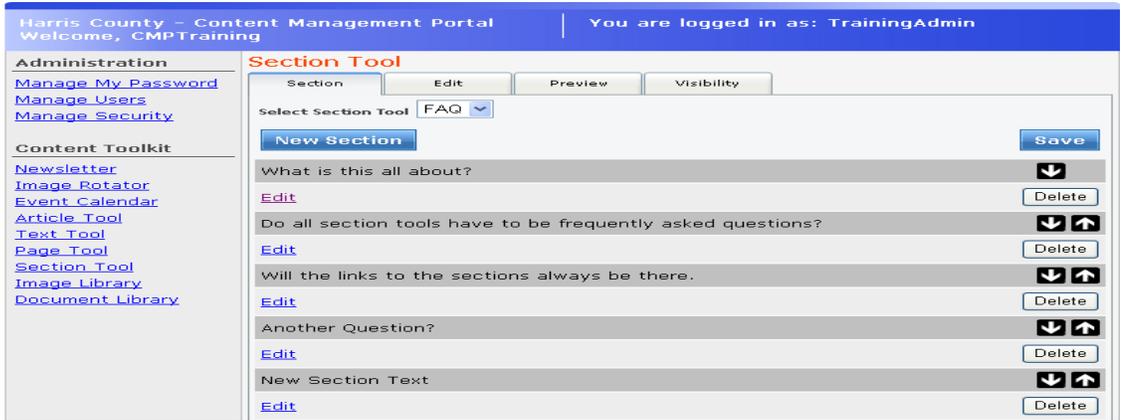
Select the Section Tool link from the Content Toolkit to access the following tabs:

- **Section** – Select this tab to:
 - **Add a section to Section Tool page.**
 - **Delete a section from a Section Tool page.**
 - **Reorder the sections that display on a Section Tool page.**
- **Edit** – Select this tab to:
 - **Edit a section on a Section Tool page.**
- **Preview** – Select this tab to:
 - **Preview the changes to a section on a Section Tool page.**

NOTE: Selected the Preview tab after adding or editing a section to view a preview of section additions or changes.

- **Visibility** – Select this tab to:
 - **Mark a particular section as viewable or not viewable on the website.**

NOTE: See steps 7 and 8 on the procedures below titled *Add a section to a Section Tool page* for more information on the Visibility tab.

Add a section to a Section Tool page	
Step	Action
1	<p>Select the Section Tool from the Content Toolkit. The following screen will display:</p>  <p>NOTE: On the sample screen above many sections have already been created and are displayed for editing.</p>

2 Select the section page you are going to add a section to from the **Select Section Tool** drop-down menu.

NOTE: A Section Tool is a specific page set up to allow you to add and delete sections on a page. When sections are added or deleted, links are automatically added to or deleted from the top of the page for quick navigation.

The number of pages set up as Section Tool pages is determined when an agency's website is initially published by ITC.

3 Click **New Section**. The following screen will display:

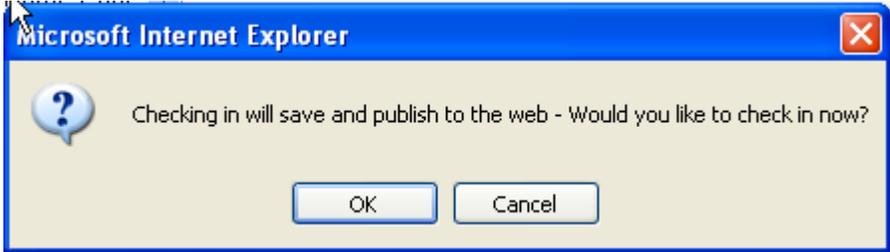
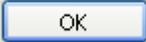
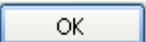
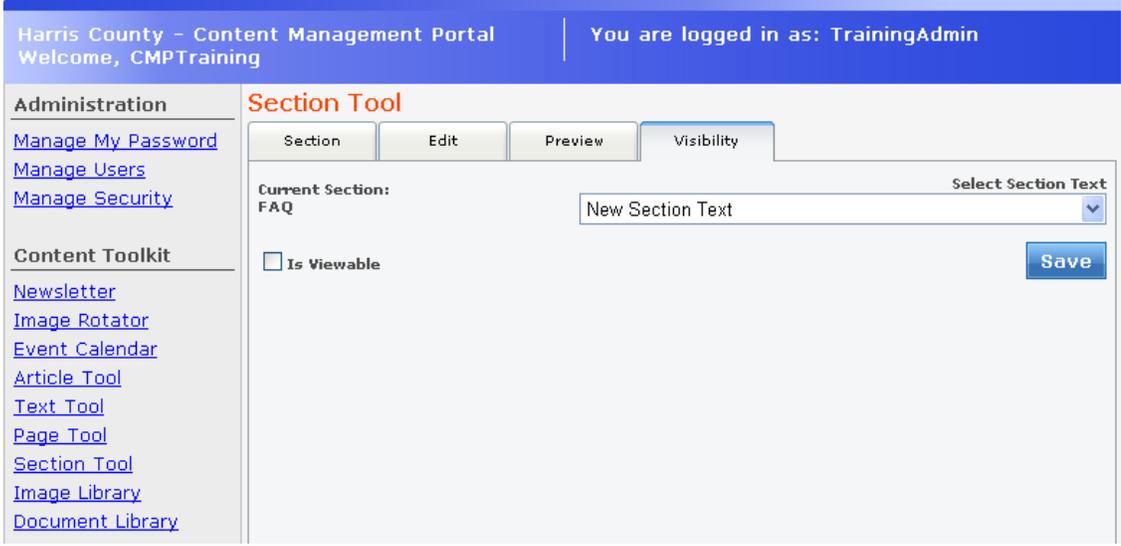
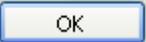
4 Click **Check Out**.

NOTE: Once the Text Tool is checked out, the **Check In, **Undo Check Out**, and **Save** buttons display.**

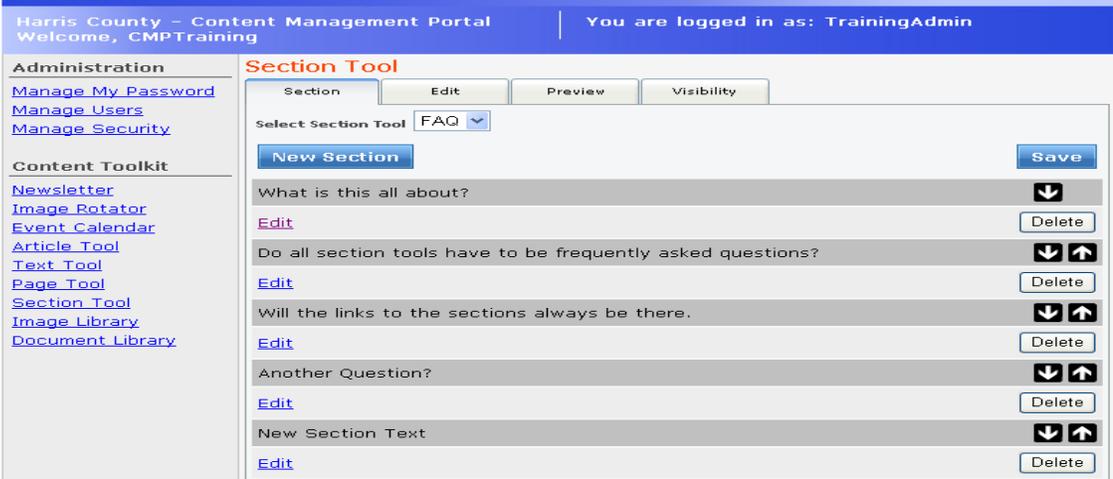
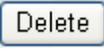
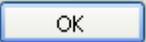
5 Type in a **Title** for the new section and add content to your new section by typing and formatting text for the page in the text box provided. See the section titled **Using the Format Toolbar** for more information on formatting text.

Click **Save** periodically to save the changes within the CMP tool.

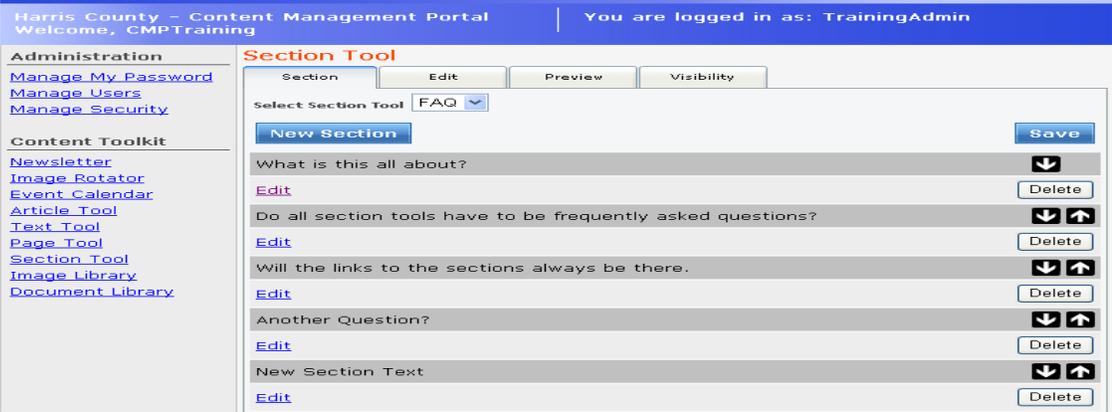
NOTE: Clicking save does not save changes to the agency's website. See the next step to save the changes to the agency's website.

<p>6</p>	<p>To save changes to an agency's website, click  . The following message will display.</p>  <p>Click  .</p> <p>NOTE: Once the  button is clicked, you must proceed to step 7 and mark the page “Is Viewable” to make it display on the agency website.</p>
<p>7</p>	<p>Click the Visibility tab within the Section Tool. The following screen will display:</p> 
<p>8</p>	<p>Check the “Is Viewable” option and click  (and then ) to make the new page visible on the agency's website.</p> <p>NOTE: ALWAYS access the agency website to ensure accuracy of changes. It may be necessary to close and reopen your current browser to see the most recent changes.</p>

Delete a section from a Section Tool page

Step	Action
1	<p>Select the Section Tool from the Content Toolkit. The following screen will display:</p>  <p>NOTE: One the sample screen above many sections have already been created and are displayed for editing.</p>
2	<p>Select the Section Tool from which you are going to delete a section from the Select Section Tool drop-down menu.</p> <p>NOTE: A Section Tool is a specific page set up to allow you to add and delete sections on a page. When sections are added or deleted, links are automatically added to or deleted from the top of the page for quick navigation.</p> <p>The number of pages set up as Section Tool pages is determined when an agency's website is initially published by ITC.</p>
3	<p>Click the  button directly under and to the right of the section you are going to delete. The following message will display:</p>  <p>Click . The section will be deleted from the Section Tool page selected in step 2.</p>

Reorder sections on a Section Tool page

Step	Action
1	<p>Select the Section Tool from the Content Toolkit. The following screen will display:</p>  <p>NOTE: One the sample screen above many sections have already been created and are displayed for editing.</p>
2	<p>Click the up and/or down arrow to the right of the section you want to reorder. Continue this until the sections display in the desired order.</p>
3	<p>Click . The sections will now display on the selected Section Tool page in the new order.</p>

Edit a section on a Section Tool page

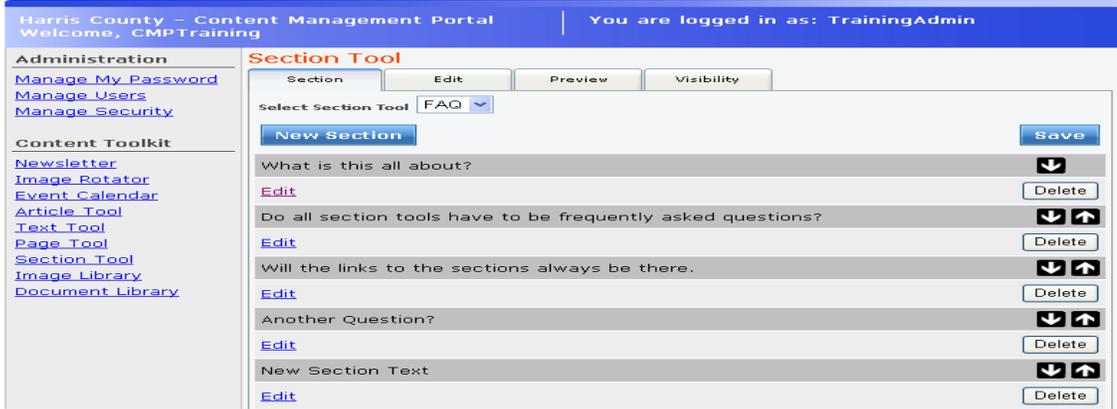
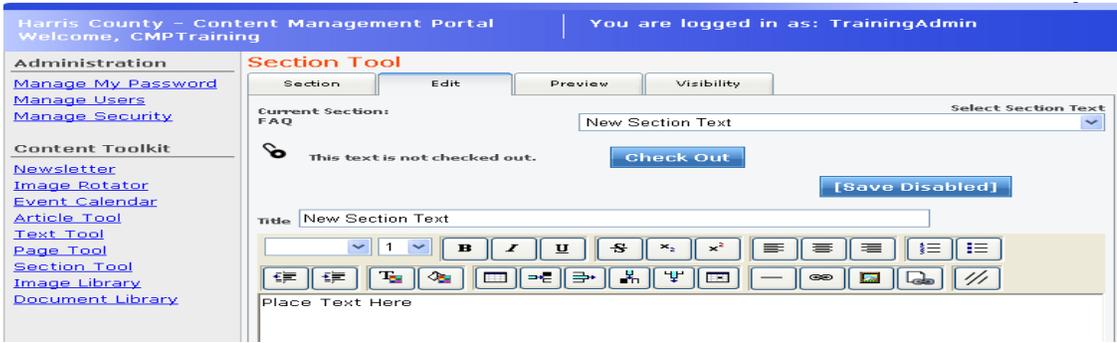
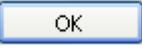
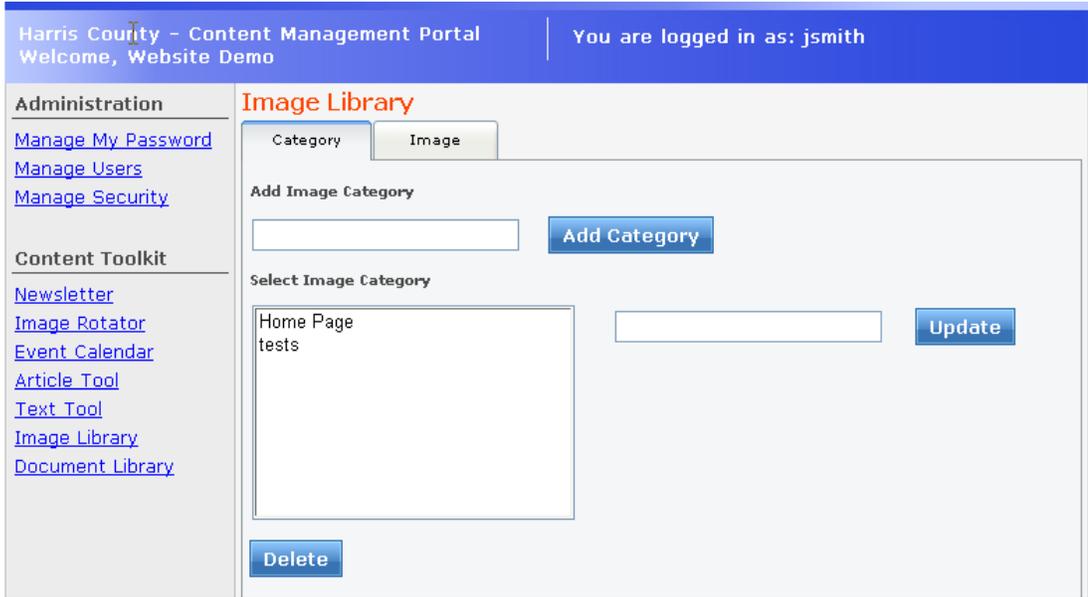
Step	Action
1	<p>Select the Section Tool from the Content Toolkit. The following screen will display:</p>  <p>Select the Section Tool page which you are going to edit from the Select Section Tool drop-down menu.</p>
2	<p>Click the Edit tab. The following screen will display:</p> 
3	<p>Select the section you want to edit from the Select Section Text drop-down menu. Type any desired changes to the Title and any changes to the section text in the text box.</p> <p>NOTE: Click the Preview tab to preview changes.</p>
4	<p>Click . Click . Click .</p> <p>The changes will be immediately published to the website.</p>

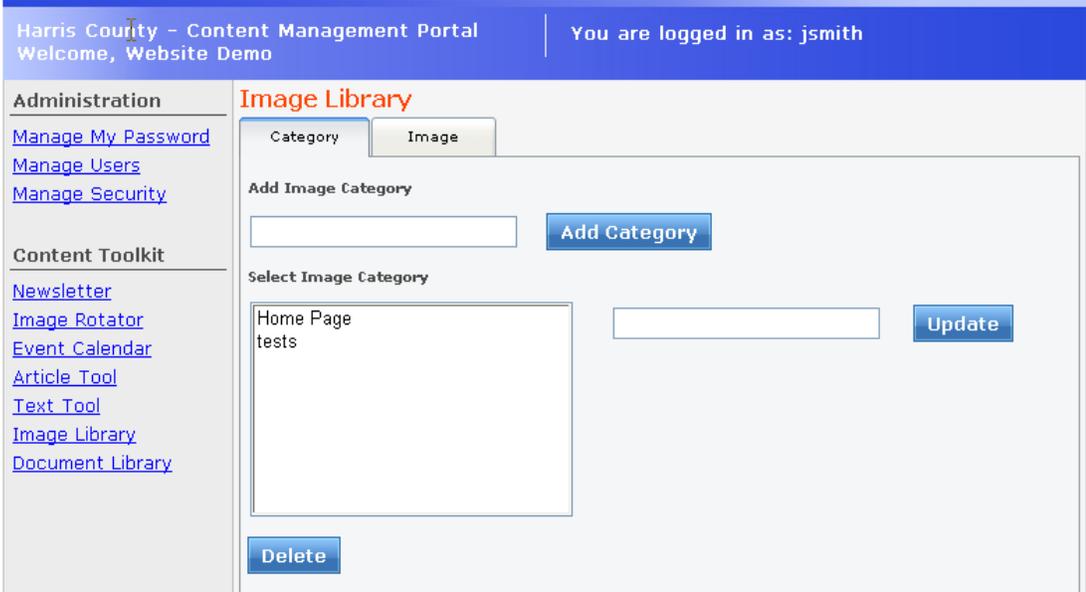
Image Library

Select the Image Library link from the Content Toolkit to access the following tabs:

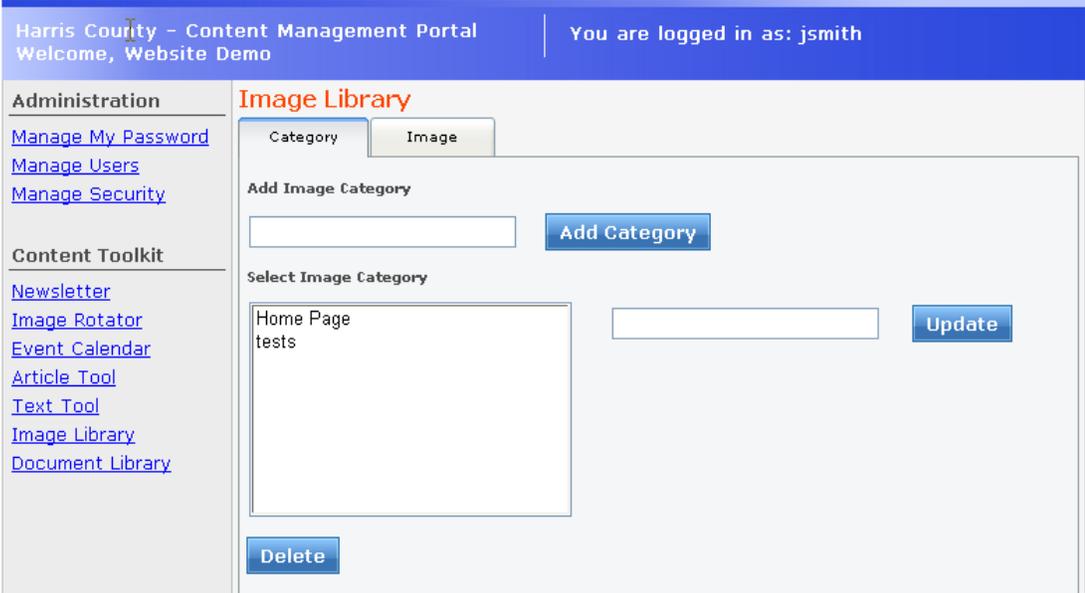
- **Category** - Select this tab to perform the following procedure:
 - **Add a new image category**
 - **Update the name of an image category**
 - **Delete an image category**
- **Image** - Select this tab to perform the following procedure:
 - **Add an image to a category**
 - **Delete an image from an image category**
 - **Edit an image in the image library**

Add a new image category	
Step	Action
1	<p>Select <u>Image Library</u> from the Content Toolkit. The following screen will display.</p> 
2	Type in the category to be added in the Add Image Category field.
3	Click Add Category . The new category will be added.

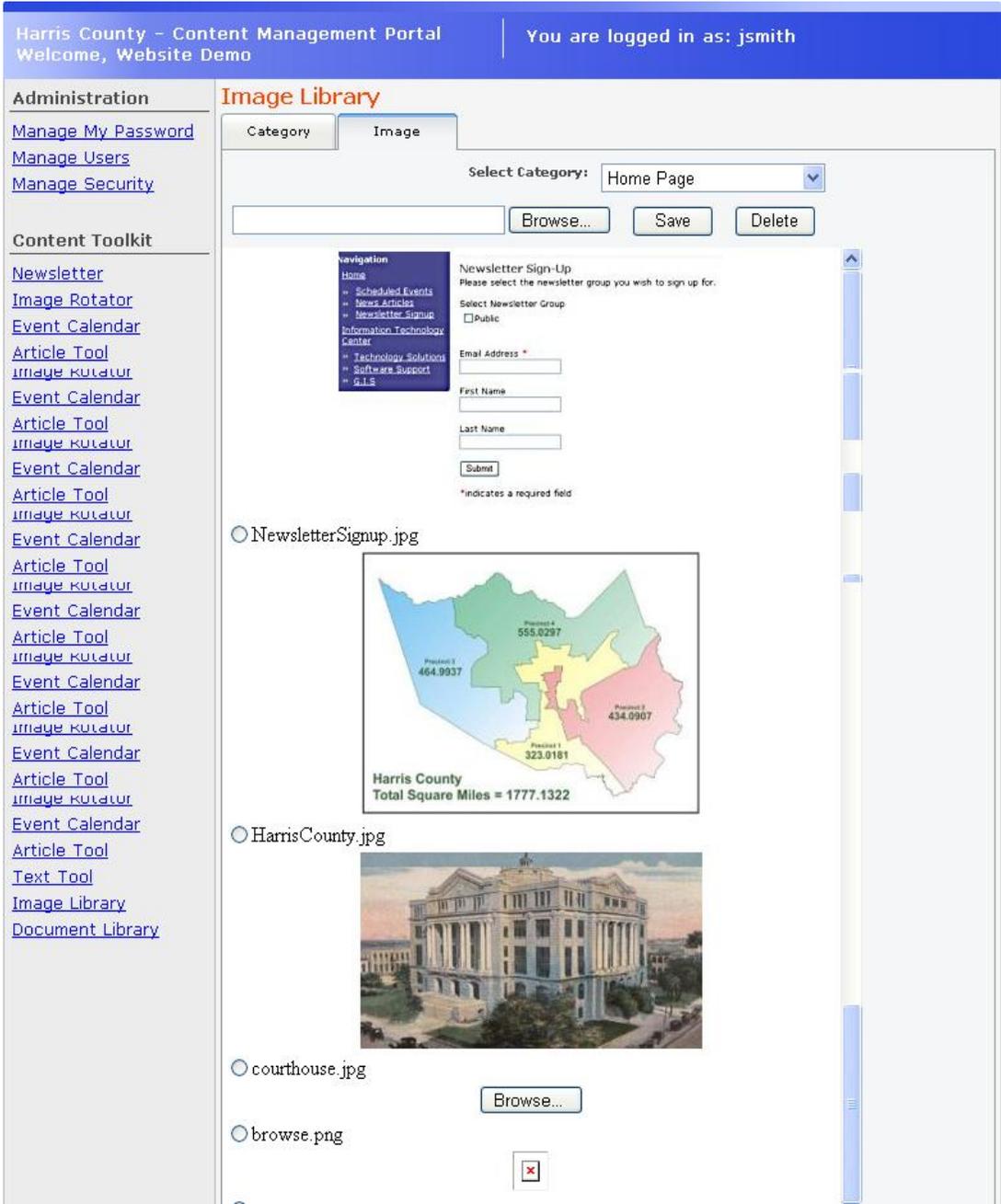
Update the name of an image category

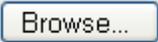
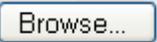
Step	Action
1	<p>Select Image Library from the Content Toolkit. The following screen will display.</p> 
2	<p>Select the image category to be updated from the Select Image Category list. The name selected will display in the update field, which is located to the left of the Update button.</p>
3	<p>Make changes to the selected Image Category name in the update field.</p>
4	<p>Click .</p>

Delete an image category

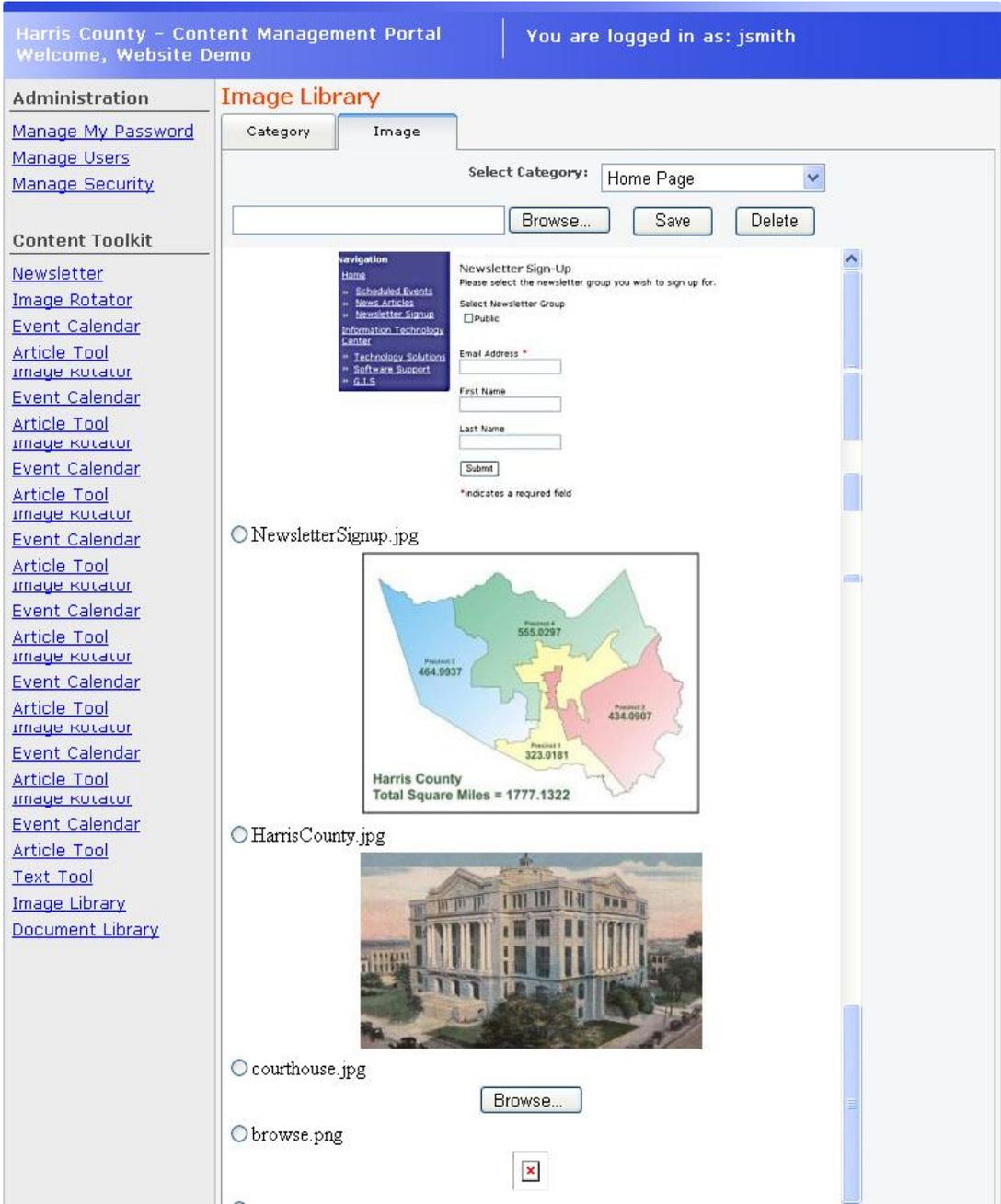
Step	Action
1	<p>Select the <u>Image Library</u> from the Content Toolkit. The following screen will display.</p> 
2	Select the Image Category to be deleted from the displayed list.
3	Click  .

Add an image to an image category

Step	Action
1	<p>Select the Image Library from the Content Toolkit. Select the Image tab. The following screen will display.</p> 

2	Select a category from the Select Category drop-down menu.
3	Click  .
4	Navigate to an image file to be added to the selected category.
5	Highlight the file to be added and click open, or double-click on the selected file. The entire file path will display next to the  button.
6	Click  . The selected image will be added to the displayed category and will display with the other images.

Delete an image from an image category

Step	Action
1	<p>Select the Image Library from the Content Toolkit. Select the Image tab. The following screen will display.</p> 
2	<p>Select a category from the Select Category drop-down menu.</p>

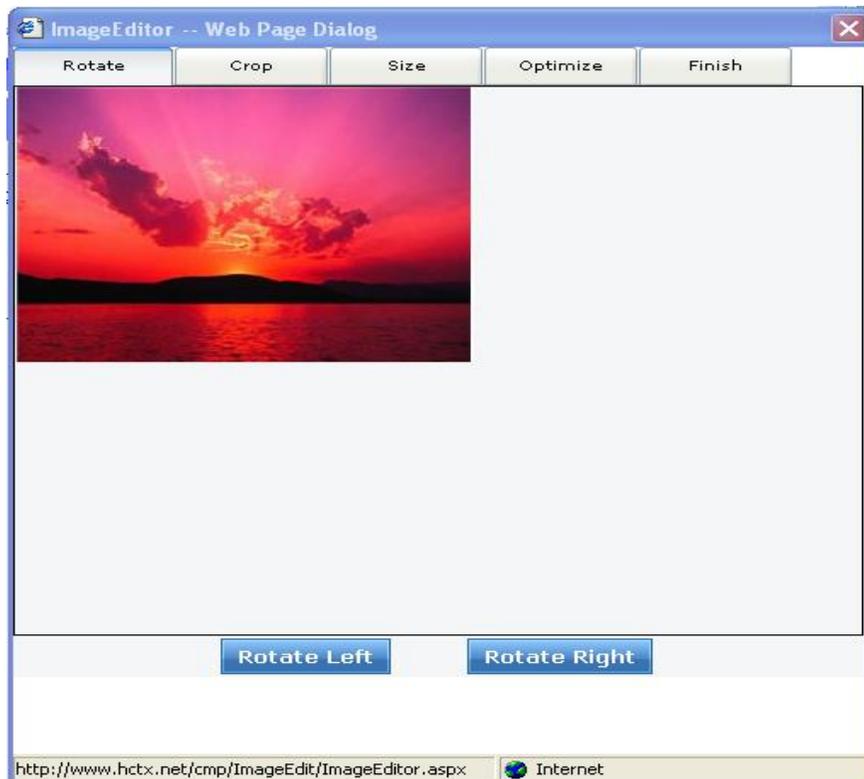
3	<p>Select the image to be deleted by clicking the button next to the image file name.</p> <p>NOTE: Use the scroll bar on the right to move up and down through the entire display of images and the list of image file names.</p>
4	<p>Click . The following message will display.</p> 
5	<p>Click .</p>

Edit an image in the image library	
Step	Action
1	<p>Select the Image Library from the Content Toolkit. Select the Image tab. The following screen will display.</p> 
2	<p>Select an image category from the Select Category drop down menu or browse to a file and save that file to an existing category.</p> <p>NOTE: To browse to and save an image to an existing category, see the procedures titled Add an image to an image category</p>

3

Click the edit button under the image to be edited. The following dialog box will pop-up with the image editor options.

NOTE: You must allow pop-ups for this site to work. To enable pop-ups, select "Tools" on the main browser tool bar, select "Internet Options" and then select the "Advanced" tab (usually the last tab). Scroll down to the Security section and make sure the box next to "Allow active content to run in files on My Computer" is checked. Select OK and OK again to return to you current browser window.



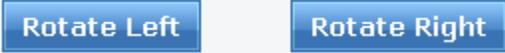
4

Select the image edit option to be used by clicking the desired tab. Complete any combination of steps 4 -7 , then complete step 8 to save.

NOTE: Once you perform a change to the image, such as a crop, you are allowed 1 undo.

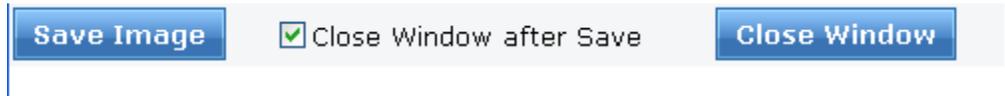
You can only move back 1 step if you perform multiple image changes, such as crop and resize and then optimize.

The undo button,  , will display in the top right corner if the undo action is available.

5	<p>Select the Rotate tab to crop the image. The following buttons will display.</p>  <p>Click the appropriate button to rotate the image left or right.</p>
6	<p>Select the Crop tab to crop the image. The following button will display.</p>  <p>Click on the image and hold and drag to select the region of the image to be cropped and then press the Crop button.</p>
7	<p>Select the Size tab to crop the image. The following slide bar and button will display.</p>  <p>Slide the resize bar left to right to proportionally resize the image. When the desired size is achieved. Click the resize button.</p>
8	<p>Select the Optimize tab to crop the image. The following slide bar and button will display.</p>  <p>Adjust the slide bar by clicking and dragging with the mouse. Click the Optimize button when you have finished the adjustment.</p>

9

Select the **Finish** tab to save all changes made to the image. The following buttons and selection box will display.



Click the Save Image tab to save all changes made to the image.

Or

If you do not like the changes and want keep the original, click the Close Window button.

Remove the check mark in the 'Close window after Save' box if you do not want the image editor window to automatically close after saving.

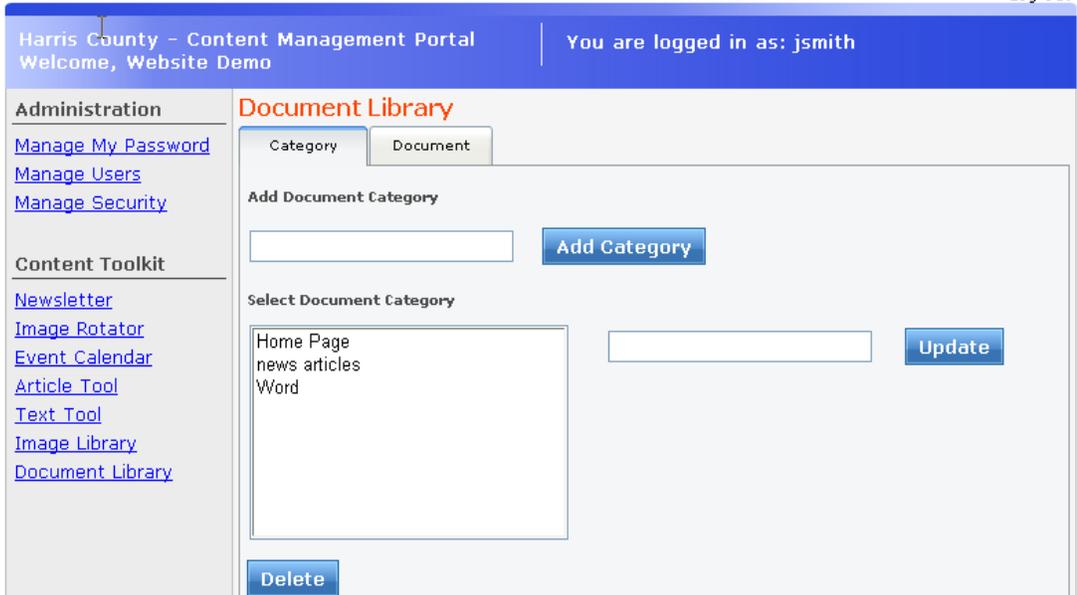
NOTE: Try to minimize the amount of changes to an image because each change degrades the image quality from the original.

Document Library

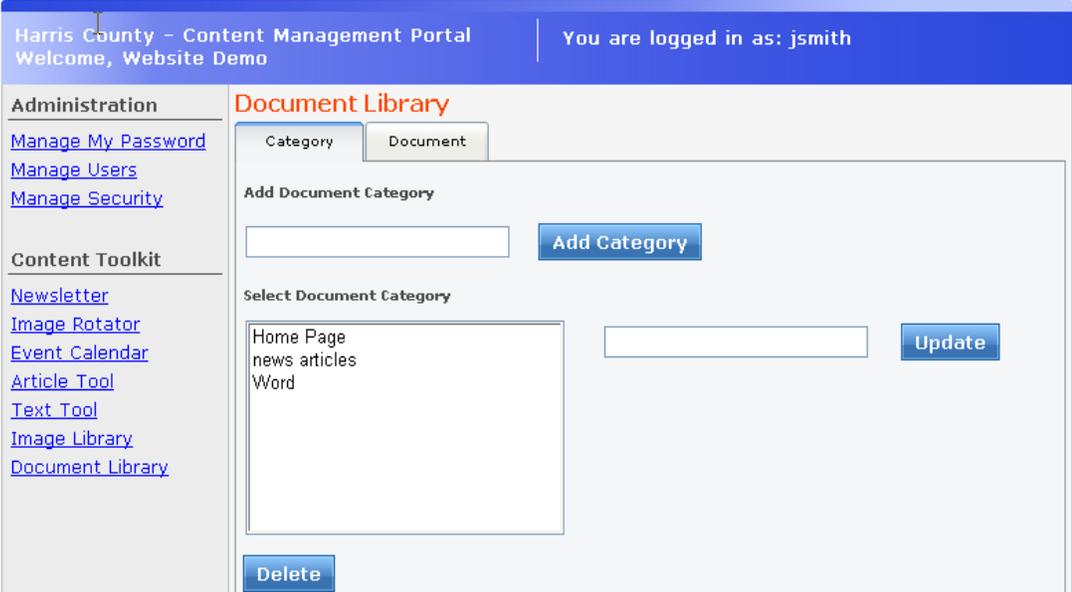
Select the Document Library link from the Content Toolkit to access the following tabs:

- **Category** - Select this tab to perform the following procedure:
 - **Add a new document category**
 - **Update a document category name**
 - **Delete a document category**

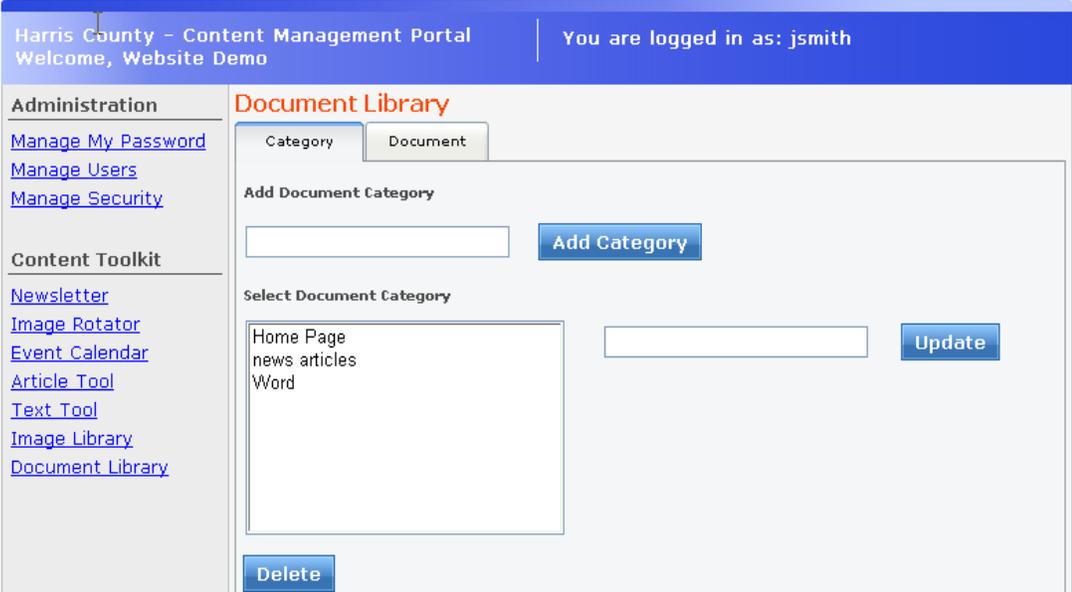
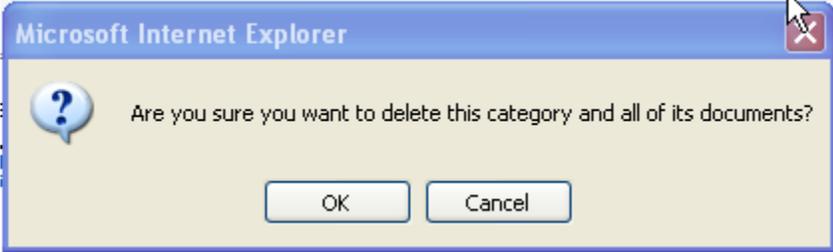
- **Document** - Select this tab to perform the following procedure:
 - **Add a document to a document category**
 - **Preview a document in a document category**
 - **Delete a document from a document category**

Add a new document category	
Step	Action
1	<p>Select <u>Document Library</u> from the Content Toolkit. The following screen will display.</p> 
2	Type the name of the document category to be added in the Add Document Category field.
3	Click Add Category . The new document category will be added to the Select Document Category list.

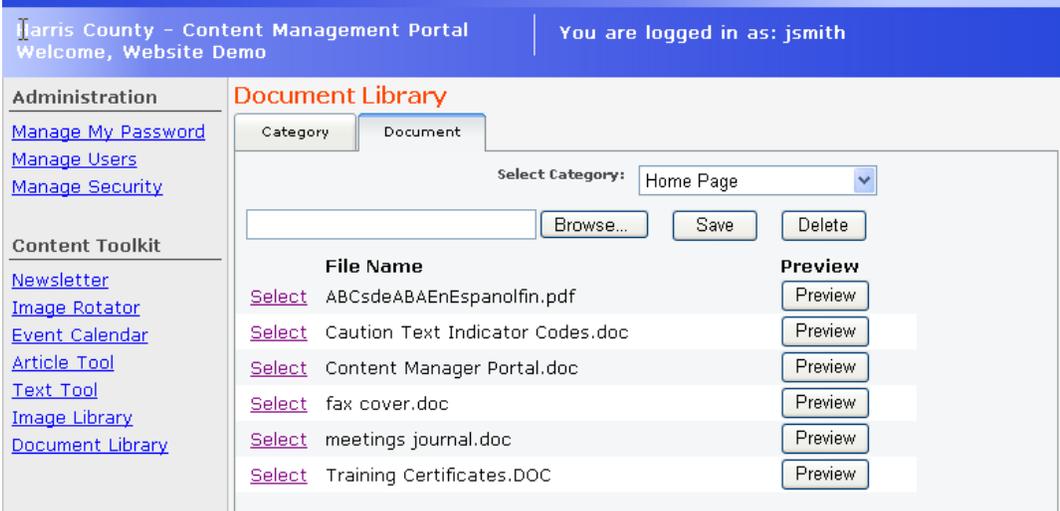
Update a document category name

Step	Action
1	<p>Select the Document Library from the Content Toolkit. The following screen will display.</p> 
2	<p>Select the category to be updated from the list in the Select Document Category box by clicking and highlighting the category name.</p> <p>The highlighted Document Category will display in the update field located to the left of the Update button.</p>
3	<p>Make any necessary changes to the name displayed in the update field.</p>
4	<p>Click . The updated name will display in the Select Document Category list box.</p>

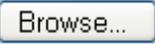
Delete a document category

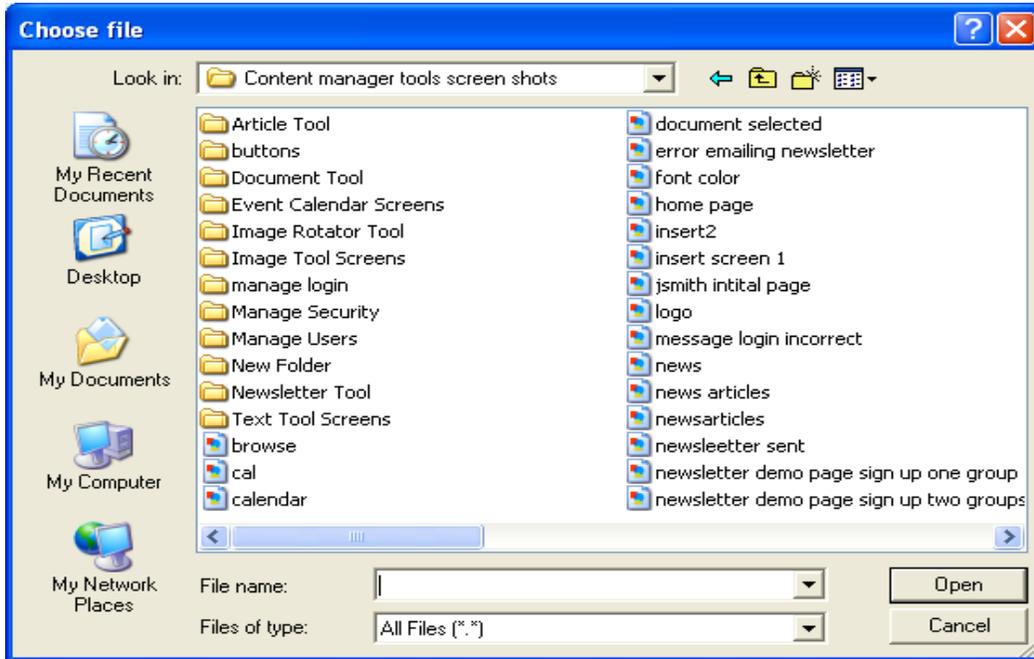
Step	Action
1	<p>Select the Document Library from the Content Toolkit. The following screen will display.</p> 
2	<p>Select the category to be deleted from the list in the Select Document Category box by clicking and highlighting the category name.</p>
3	<p>Click Delete. The following message will display:</p> 
4	<p>Click OK. The deleted document category will be removed from the Select Document Category list.</p>

Add a document to a document category

Step	Action														
1	<p>Select the Document Library from the Content Toolkit. Select the Document tab. The following screen will display.</p>  <p>The screenshot displays the Harris County Content Management Portal. The top navigation bar shows the user is logged in as 'jsmith'. The left sidebar contains 'Administration' links (Manage My Password, Manage Users, Manage Security) and 'Content Toolkit' links (Newsletter, Image Rotator, Event Calendar, Article Tool, Text Tool, Image Library, Document Library). The main area is the 'Document Library' with 'Category' and 'Document' tabs. A 'Select Category:' dropdown is set to 'Home Page'. Below it are search and action buttons. A table lists documents with 'File Name' and 'Preview' columns. Each document has a 'Select' link and a 'Preview' button.</p> <table border="1" data-bbox="613 730 1279 968"> <thead> <tr> <th>File Name</th> <th>Preview</th> </tr> </thead> <tbody> <tr> <td>Select ABCsdeABAEnEspanolfin.pdf</td> <td>Preview</td> </tr> <tr> <td>Select Caution Text Indicator Codes.doc</td> <td>Preview</td> </tr> <tr> <td>Select Content Manager Portal.doc</td> <td>Preview</td> </tr> <tr> <td>Select fax cover.doc</td> <td>Preview</td> </tr> <tr> <td>Select meetings journal.doc</td> <td>Preview</td> </tr> <tr> <td>Select Training Certificates.DOC</td> <td>Preview</td> </tr> </tbody> </table>	File Name	Preview	Select ABCsdeABAEnEspanolfin.pdf	Preview	Select Caution Text Indicator Codes.doc	Preview	Select Content Manager Portal.doc	Preview	Select fax cover.doc	Preview	Select meetings journal.doc	Preview	Select Training Certificates.DOC	Preview
File Name	Preview														
Select ABCsdeABAEnEspanolfin.pdf	Preview														
Select Caution Text Indicator Codes.doc	Preview														
Select Content Manager Portal.doc	Preview														
Select fax cover.doc	Preview														
Select meetings journal.doc	Preview														
Select Training Certificates.DOC	Preview														
2	Select a category from the Select a Category drop-down menu.														

3

Click . The following screen will display.



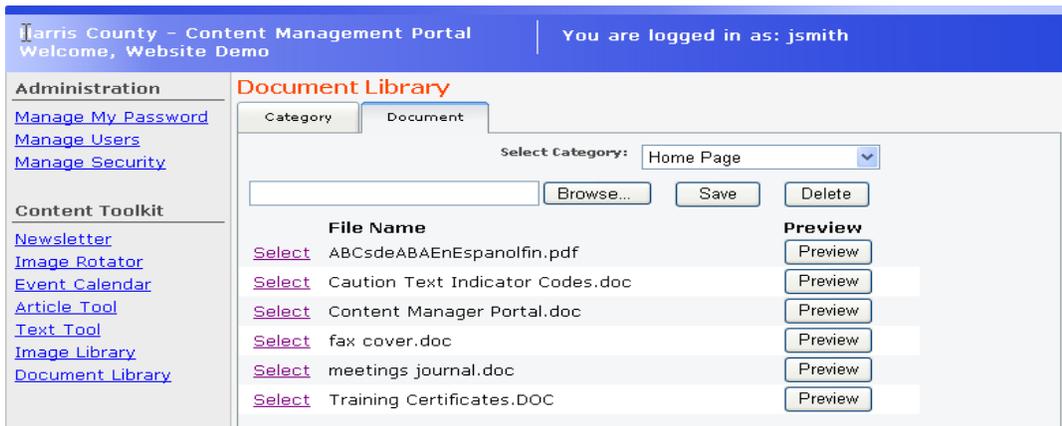
4

Browse to and highlight the file to be inserted.

NOTE: Only files with the extension .doc or .pdf can be added to the document library.

5

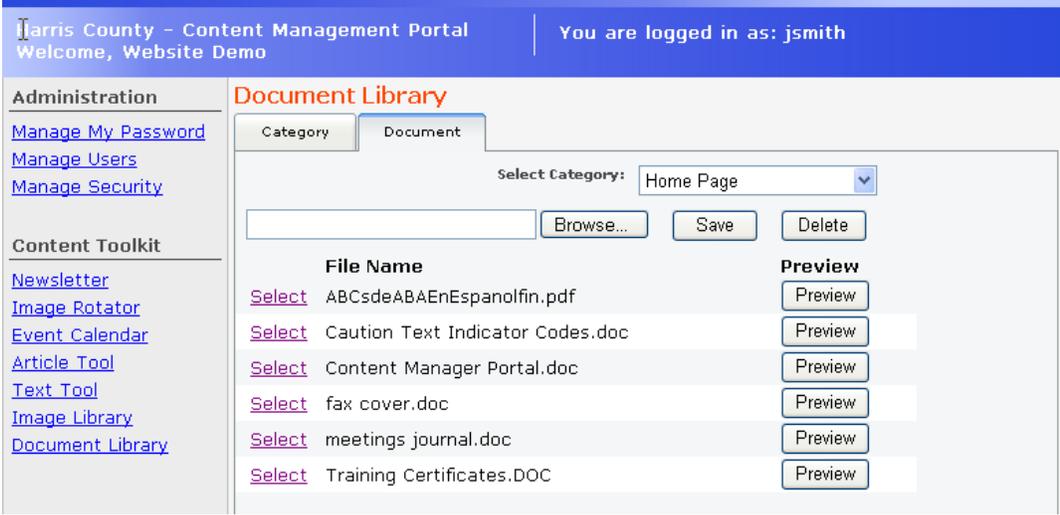
Click . The following screen will display. The path for the selected file is displayed to the left of the Browse button.



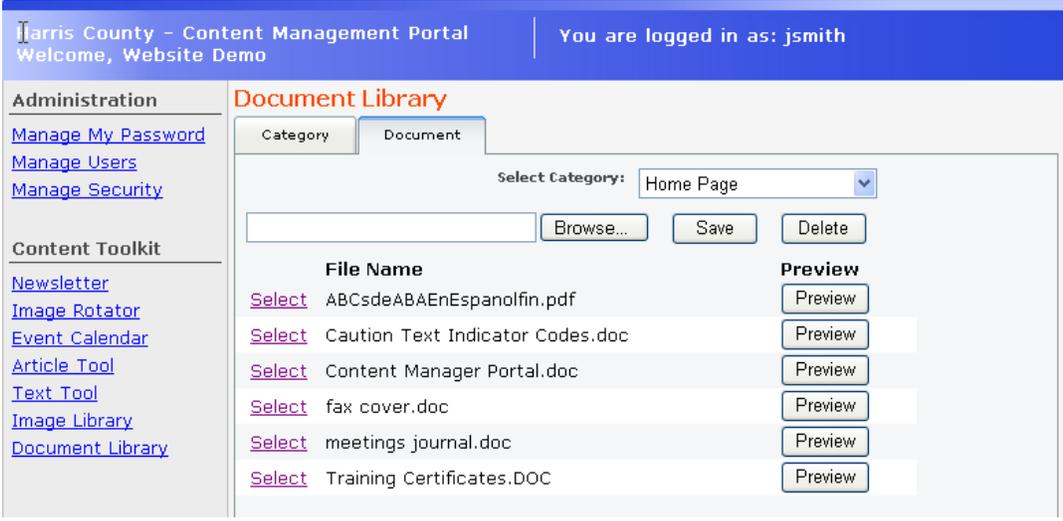
6

Click . The selected file is added to the File Name list.

Preview a document in a document category

Step	Action
1	<p>Select Document Library from the Content Toolkit. Select the Document tab. The following screen will display.</p> 
2	<p>Select a category from the Select Category drop-down menu. The file names in that category will display.</p>
3	<p>Click the Select link next to the document to be previewed.</p>
4	<p>Click . The selected document will open in a separate window.</p> <p>NOTE: If the document does not display when the Preview button is clicked, hold down the control key while clicking the preview button.</p>

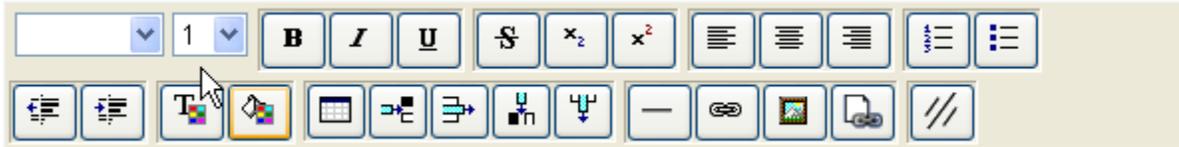
Delete a document from a document category

Step	Action
1	<p>Select the Document Library from the Content Toolkit. Select the Document tab. The following screen will display.</p> 
2	Select the category from the Select Category drop-down menu.
3	Click the <u>Select</u> link next to the File Name to be deleted. The File name will be highlighted.
4	Click  .

Using the Format Toolbar

The Article Tool, the Text Tool and the Event Calendar all contain a full or partial version of the Format Toolbar.

The Format Toolbar is displayed below.



The Format Toolbar is used to:

- **Format text**
- **Insert images and/or text**

Format options on the Format Toolbar

Use the following buttons on the Format toolbar to format text.



Highlight text and click this icon to make selected text bold.



Highlight text and click this icon to make selected text appear in italics.



Highlight text and click this icon to underline selected text.



Highlight text and click this icon to strike through selected text.



Highlight text and click this icon to make text appear in subscript.



Highlight text and click this icon to make text appear in superscript.



Highlight text and click this icon to left justify text.



Highlight text and click this icon to center text.



Highlight text and click this icon to right justify text.



Highlight text and click this icon to insert a number for each paragraph.



Highlight text and click this icon to insert a bullet for each paragraph.



Highlight text and click this icon to decrease the indent and move text to the left.



Highlight text and click this icon to increase the indent and move text to the right.



Highlight text, click this icon, and click a selected color off the palette to change the color of the font.



Highlight text, click this icon, and click a selected color off the palette to highlight the selected text in that color.

Create and format table options

Use the following icons on the Format Toolbar to insert and format tables.



Place your cursor within the text box where a table is to be inserted and click this icon. A table format dialog will appear. Fill in desired table specifications and press OK. A table with the designated specifications will be inserted at the cursor.



Place your cursor in a table row and click this icon to insert a row below the row in which the cursor is placed.



Place your cursor in a table row and click this icon to delete the row in which the cursor is placed.



Place your cursor in a table column and click this icon to insert a column to the right of the cursor.



Place your cursor in a table column and click this icon to delete the column in which the cursor is placed.

Insert options on the Format Toolbar

Use the following icons on the Format Toolbar to insert lines, hyperlinks, images and text files.



Click this icon to insert a horizontal line beneath the cursor. Place the cursor within a text box and click this icon. A horizontal line will display directly beneath the cursor.



Click this icon to insert a hyperlink to an external data source. See the procedures titled *Place a hyperlink on a web page* for a detailed explanation of the insert hyperlink icon.



Click this icon to insert an image from the Image Library or from any file. See the procedures titled *Place an image on a web page from the Image Library* and *Place an image on a web page by browsing to a file* for detailed explanations of the insert image icon.



Click this icon to insert a document from the Document Library or from any file. See the sections titled *Publish a hyperlink to an article in the Document Library* and *Publish a hyperlink to an article by browsing to a file (with or without an image)* for detailed explanations of the insert document icon.

Reset

Use the following icon on the Format Toolbar to clear text, images or tables.

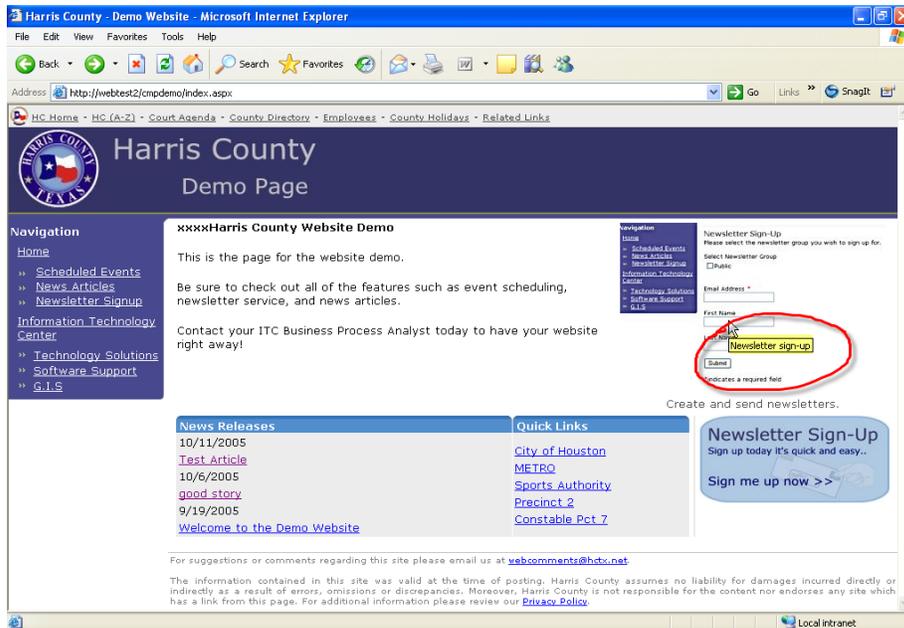


Click this toolbar option to clear the text box and start over.

Glossary of terms

Alternate text

Text that displays when a cursor is moved over an image. An example of alternate text is circled on the following screen.



Article Tool

A tool that allows links to articles to be added, updated or deleted from specific locations on a website.

Document Library

A group of document files organized into categories using the CMP Document Library tool that can be managed and inserted or deleted from an agency's website when needed.

Format Toolbar

A set of tools that can be used to format text and insert text or images into a block of text.

Hyperlink

A link to a data source. A hyperlink can connect to a document or image file, a website or another computer.

Image Library

A group of image files organized into categories using the CMP Image Library tool that can be managed and inserted or deleted from an agency's website when needed.

Image Rotator

A defined location on a web page where images are set up to display one after the other with a predefined transition time between images.

Portal

A website considered as an entry point to other websites.

Text Tool

A tool that allows text to be added, updated or deleted from specific locations on a website.

Troubleshooting

Problem: A change is made through the CMP, but it does not display on the agency website.

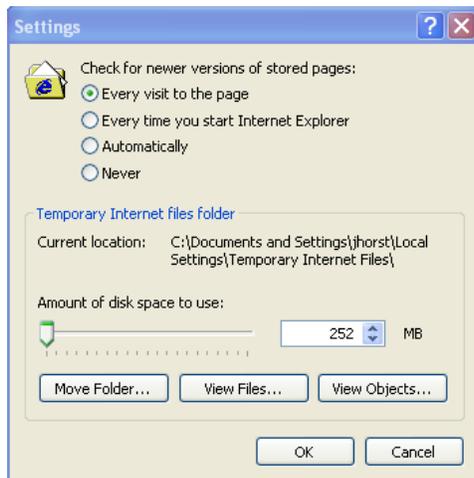
Solution: If a recent change does not display on the agency website, click the refresh button, , on the browser and the update should display.

If the change still does not display **you may need to reset your browser's settings.**

Access the Tools menu and select Internet Options. The following will display:



Click Settings. The following will display:



Make sure the option “Every visit to the page” is selected.

Index

Article Tool	74
Document Library	121
Event Calendar	65
Glossary of Terms	130
Image Library	114
Image Rotator	50
Logging In to the Content Management Portal.....	10
Manage My Password.....	15
Manage Security	24
Manage Users.....	18
Newsletter	33
Text Tool	99
Troubleshooting	132
Using the Format Toolbar.....	128