



# CNIC Website Redesign - Contributor Training

Oracle Universal Content Management (OUCM) 10g

June, 2010

*Commander, Navy Installations Command... Supporting **Command** to the Warfighter*



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## Content Server vs. Site Studio





# Content Server and Site Studio

- Content Server and Site Studio are two different ways to manage content in the Oracle repository and each is used for different types of changes
- Oracle Content Server
  - Contribute native files to the system
    - Press Releases
    - Product Data Sheets (PDFs)
    - Images
    - Flash
  - Interact with workflow

Content Server Screen Sample

The screenshot shows the Oracle Content Server web interface. At the top, there is a dark blue header with the text "ORACLE Content Server" and a search box with a "Quick Search" button. Below the header is a navigation menu with links for Home, Search, New Check In, My Profile, and Help. A secondary menu includes My Content Server, Web Sites, Browse Content, Content Management, and Administration. The main content area is titled "Search" and contains several input fields: "Title", "Content ID", "Release Date: From" and "To" (with a range selector), and "Full-Text Search". At the bottom, there is a "Sort By:" section with dropdown menus for "Release Date" and "Descending", and a "Search" button.



# Content Server and Site Studio

- Oracle Site Studio Contributor (“Surf and Edit”)
  - Site Studio is a tool for managing content within the Oracle Content Server from the site itself
  - Contribute while surfing the website in the Contribution Environment
  - Use for most content pages of the site

Site Studio Screen Sample





## How to Login

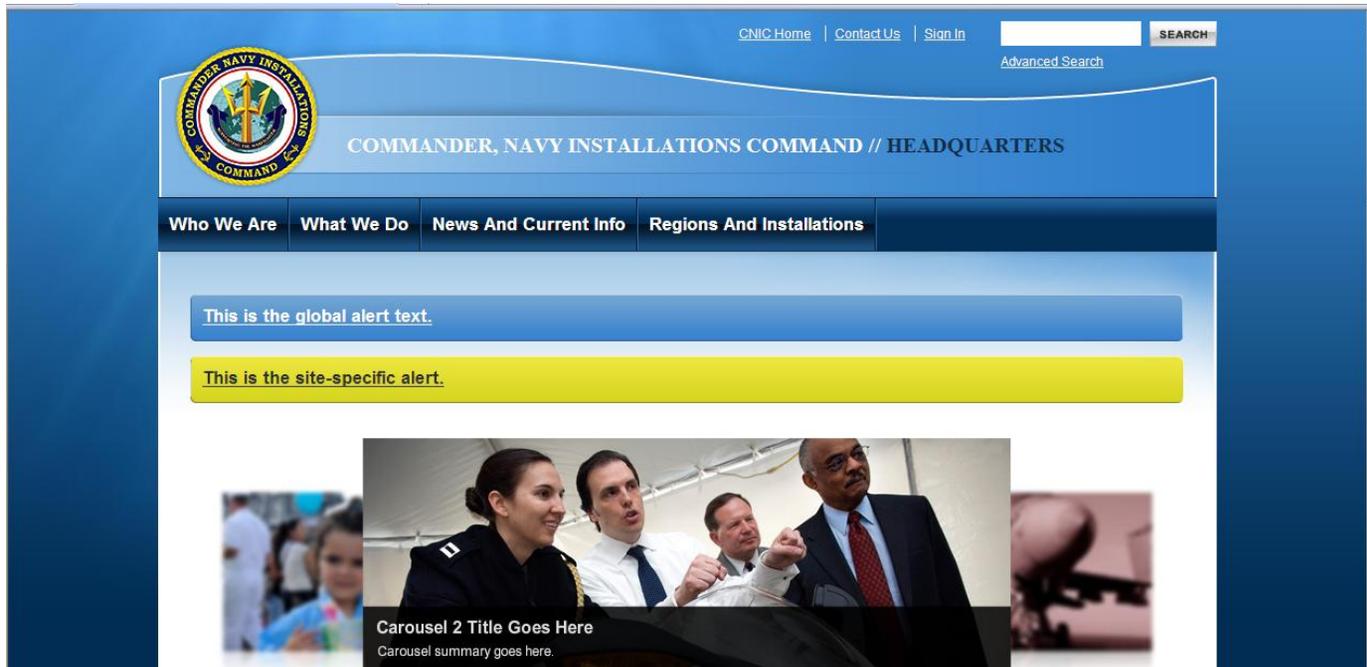


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# Login to Contributor Mode

- To Login to Contributor Mode go to [auth.cnic.navy.mil](http://auth.cnic.navy.mil)
- Browse to the section of content that you would like to edit
- Hit Control + Shift + F5





## Login

- You will be required to Login before entering contributor mode
  - Login using your existing Oracle CMS user name and password

Connect to **www.cnic.navy.mil**

The server **www.cnic.navy.mil** at Idc Security /navycni/idcplg requires a username and password.

User name:

Password:

Remember my password

OK Cancel



## Login to Contributor Mode

- Once you login, you will be able to browse the website in contributor mode
- You will know you are in contributor mode because you will see the content region icon at each of the different contribution regions



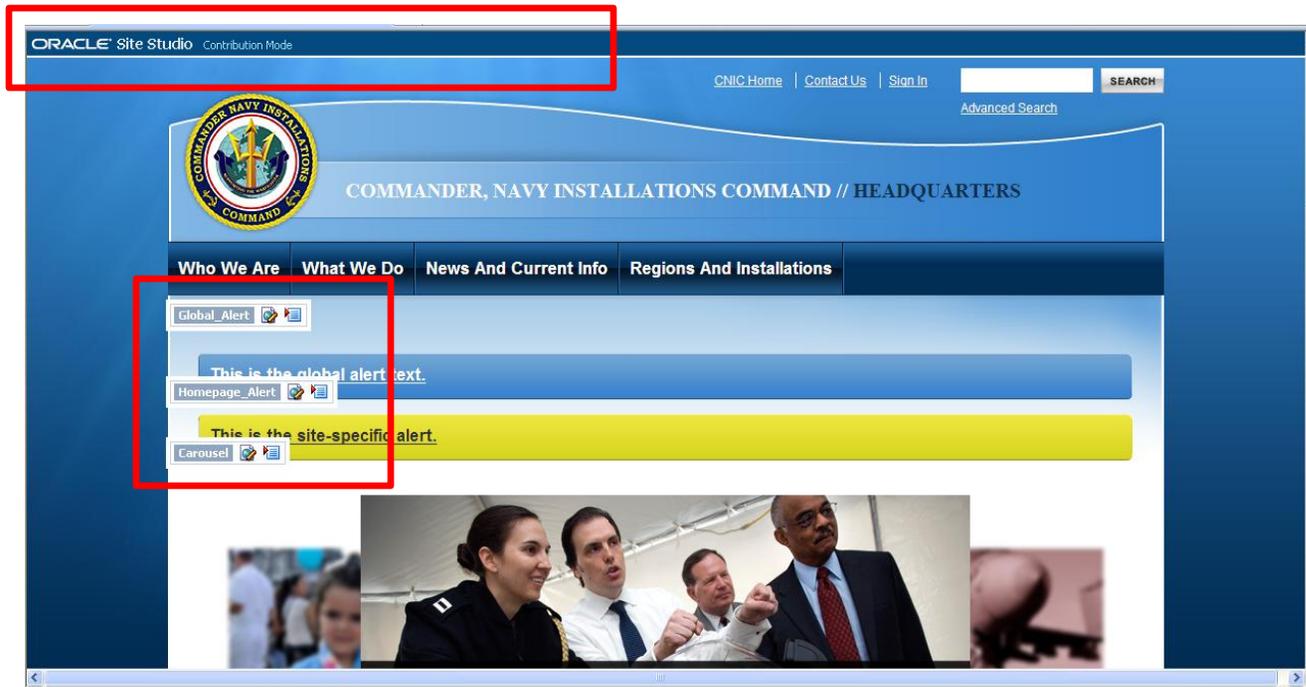


## Editing Content with Site Studio



## Site Studio Contribution Mode

- Site Studio Contribution Mode is engaged while navigating the site
  - Press Ctrl + Shift + F5
  - Contribution Mode toggles on and off with that key combination
  - Requires login



NOTE: On your first visit, the editor will need to download and install. please accept all of the download warnings

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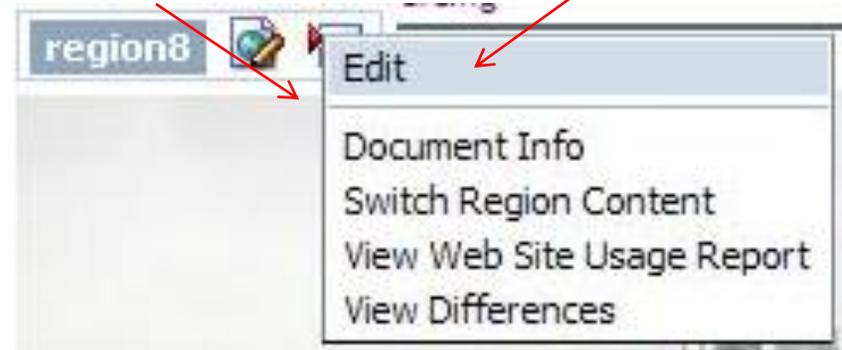
## Content Region Icon

- Content Region Icon provides access to edit content
  - Signifies editable regions of content while browsing the site in contributor mode



Content Region Icon

- Click the document with the red arrow to view options for that content region
- Click the document with the pencil to go directly into edit mode.
  - Contributor Form
  - Native Application Editing

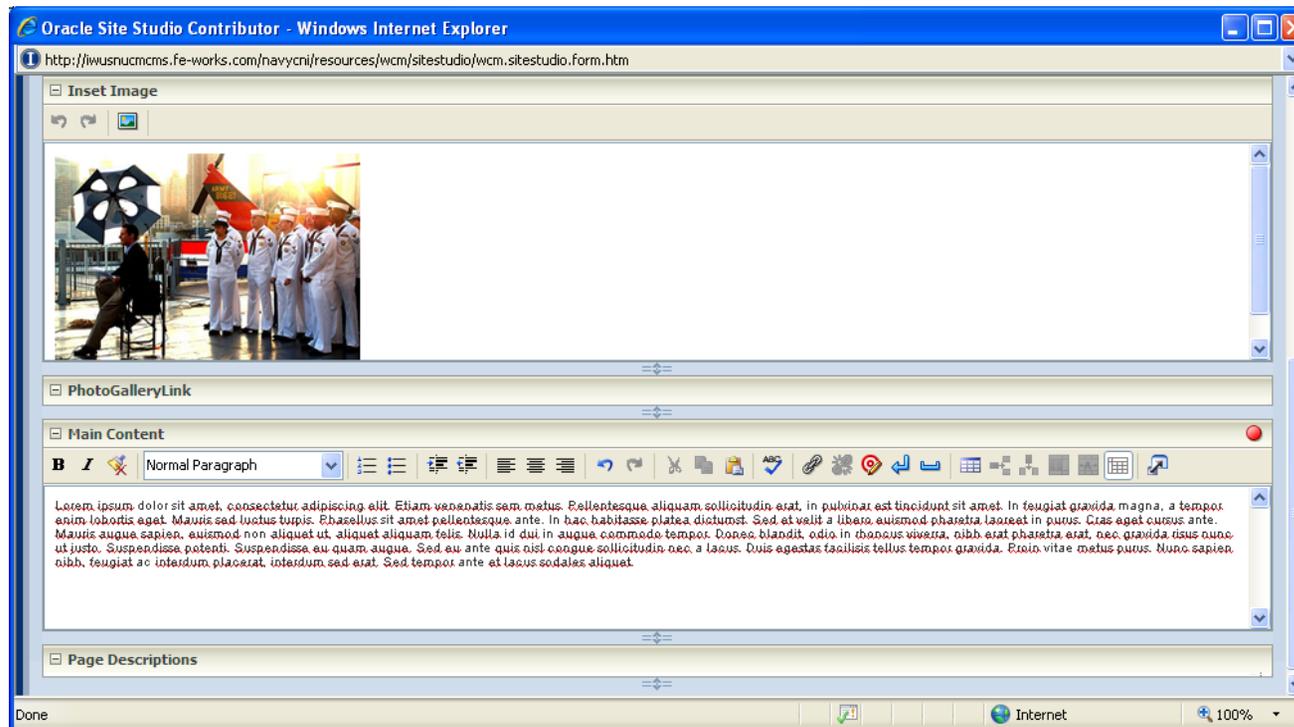


- Edit
  - Default Edit Behavior either Contributor Form or Native Application Editing
  - If there is no edit option, the content may be in workflow or you may not have access to edit the page
- Document Info
  - Displays Metadata for the Content
  - If the content is in workflow, it will be shown on this Content Information page



## Contributor Form

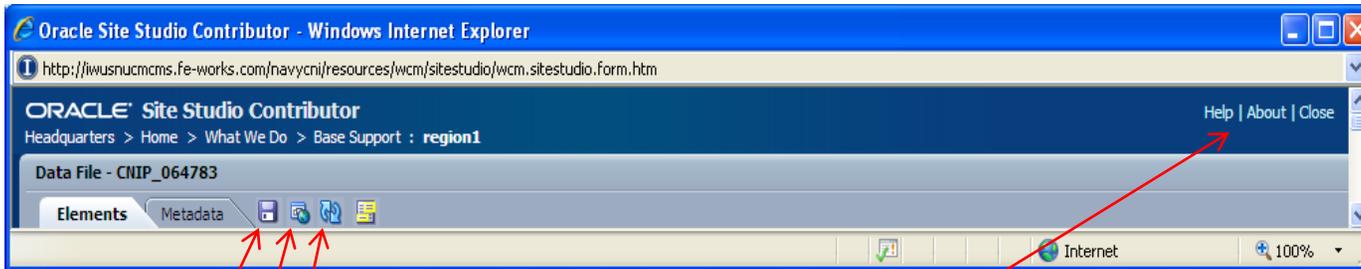
- Engage the Contributor form by selecting edit on a contribution region
- The Contributor Form collects the information for display in the content region





# Contributor Form Controls

- Contributor Form Controls handle the functionality of the form as a whole



- Some important contributor form controls to know are:
  - Update
  - Preview
  - Reset
  - Help



## CK Editor - Contributor Form Controls

- Examples of some of the more important form controls for the CK editor:

Icon	Action	Description
	Update (Save)	Update saves your changes and closes the contribution form
	Preview	Previews your changes without saving
	Reset	Resets the form to the last saved state
	Help	Opens help documentation



## Using the WYSIWYG Editor



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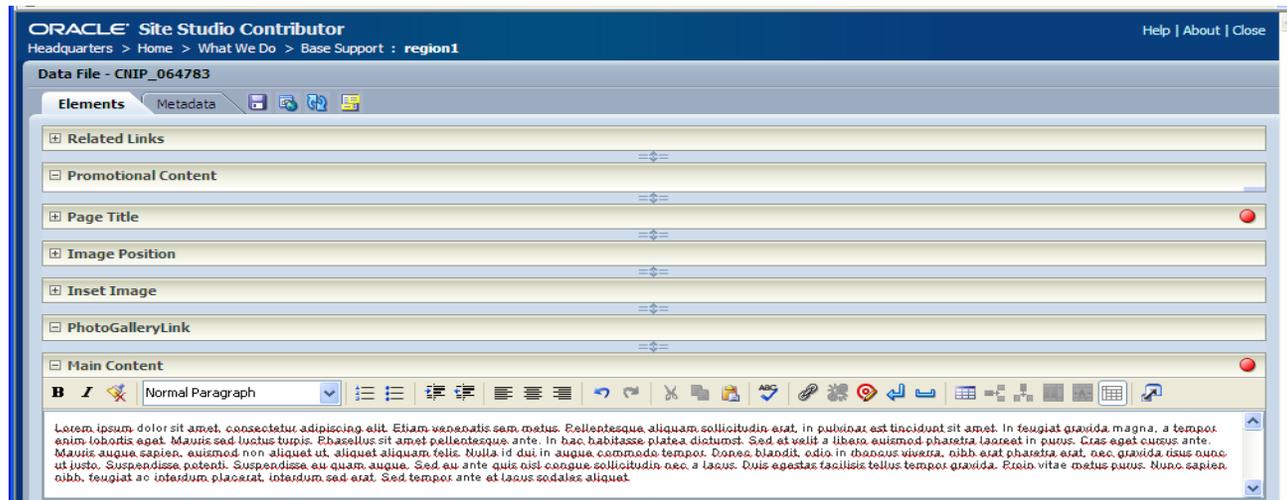


## What is a WYSIWYG Content Entry Form?

- WYSIWYG stands for “What you see is what you get”.
- This means that what you enter into the content entry form will be what shows up on the content page.
- A WYSIWYG content entry form will allow you to freely format text, insert images and insert other media to craft the content you want to display.
- All of the content entry forms on the Navy CNIC website are WYSIWYG.
- The text formatting options are very similar to Microsoft Word formatting options.



# WYSIWYG Controls



- The WYSIWYG controls look very much like Microsoft Word controls with a few exceptions
- To enter content into a WYSIWYG field, type content into the field or paste content from other sources
  - It is recommended that you format all of your text within the WYSIWYG form itself
  - The editor will recognize if you are pasting in content from Microsoft Word and give you the option of removing any styles or fonts applied (see slide 22 for more details)



## CK Editor - WYSIWYG Field Controls

- WYSIWYG controls are presented at the top of the Contributor form window
- Some commonly used formatting options are listed below:

Icon	Action	Description
	Bolding Text	This will allow you to bold selected text.
	Italicizing Text	This will allow you to italicize selected text.
	Left Justify	This will allow you to align selected text to the left.
	Center Justify	This will allow you to center selected text.
	Right Justify	This will allow you to align selected text to the right.
	Copy Text	This will allow you to copy selected text.
	Paste Text	This will allow you to paste selected text in a different location.



# WYSIWYG Field Controls

- Some more unique formatting options are listed below:

Icon	Action	Description
	Link	Opens a Link Wizard that is used to create hyperlinks
	Remove Link	Removes a previously applied link
	Edit Link Target	Opens the target of the selected link for editing
	Insert/Remove Numbered List	Allows you to select text to insert or remove a numbered list
	Insert/Remove Bulleted List	Allows you to select text to insert or remove a bulleted list
	Image	Inserts an Image into the WYSIWYG
	Remove Formatting	Removes formatting like Bold, Italic, etc. applied by the buttons in the editor, but will not remove CSS classes applied from the CSS drop-down menu
	Insert Table	Clicking on the table will trigger a popup box with options for the type of table to insert (1X1, 2X3, etc)



# WYSIWYG Field Controls - Basics

- There are two ways to break lines of content, line breaks and paragraph breaks
  - Line breaks split the content to the next line by using Shift with Enter
  - Paragraph breaks split the content to the next line and add extra space to separate paragraphs by using the Enter key

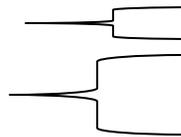
## Planning & Real Estate

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The Planning and Real Estate Program establishes policy and oversees the Navy acquisition, leasing and disposal as well as the Class 2 (Facilities) Real Property ensuring current and future basing requirements facilitate operational requirements. Branches include:

Paragraph Break

Line Breaks

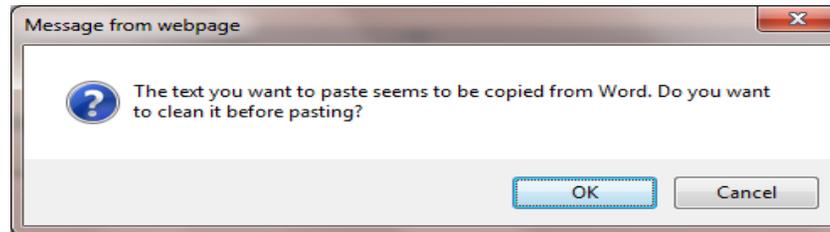


Current Planning and Customer Advocacy  
Investment Planning  
Base Development

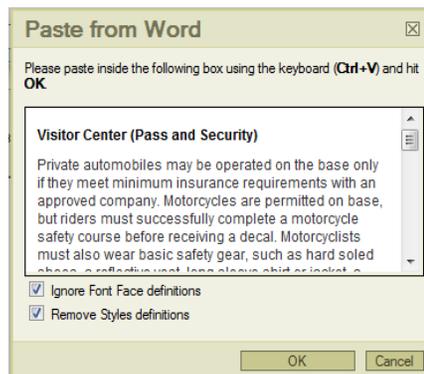


## WYSIWYG Controls – Pasting Content from MS Word

- When you attempt to paste content into the main contribution region from MS word, you will receive the following message:



- Select OK, the “Paste from Word” box will pop up
  - Paste your text into the box and click the “Ignore font face definitions” and “Remove style definitions” boxes – this will remove any styles and fonts that were applied by MS word, and allow you to apply styles in the WYSIWYG (directions for applying styles can be found on slide 23)

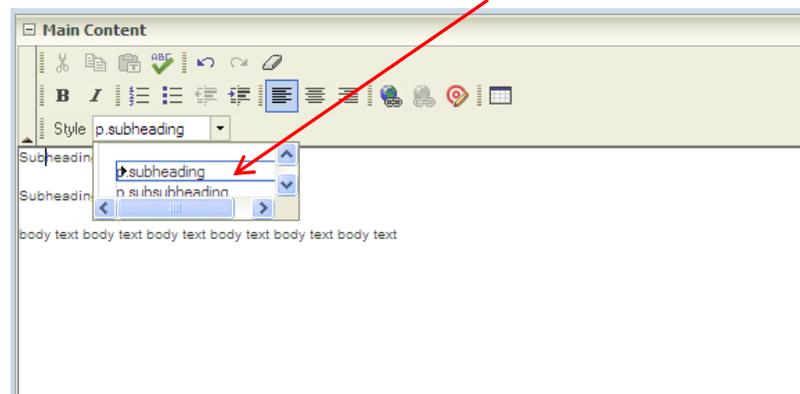


- Next, click OK and your text will be added to the editor



## WYSIWYG Field Controls - Applying/Removing Styles

- Text added to the editor will default to the “Normal” style -- in certain areas of the editor, you will have the option to apply two other styles to text (Subheading or Subsubheading) using the CSS Style drop-down menu
- To apply the one of the two styles, click anywhere within the text in which you would like to apply the style to, and select the style from the drop-down menu



- To remove the CSS classes, you simply click your cursor anywhere in the text and select the class you wish to remove from the drop-down menu
  - The Classes that are currently applied to a piece of text will be indicated by a black arrow next to the class name in the drop down selector



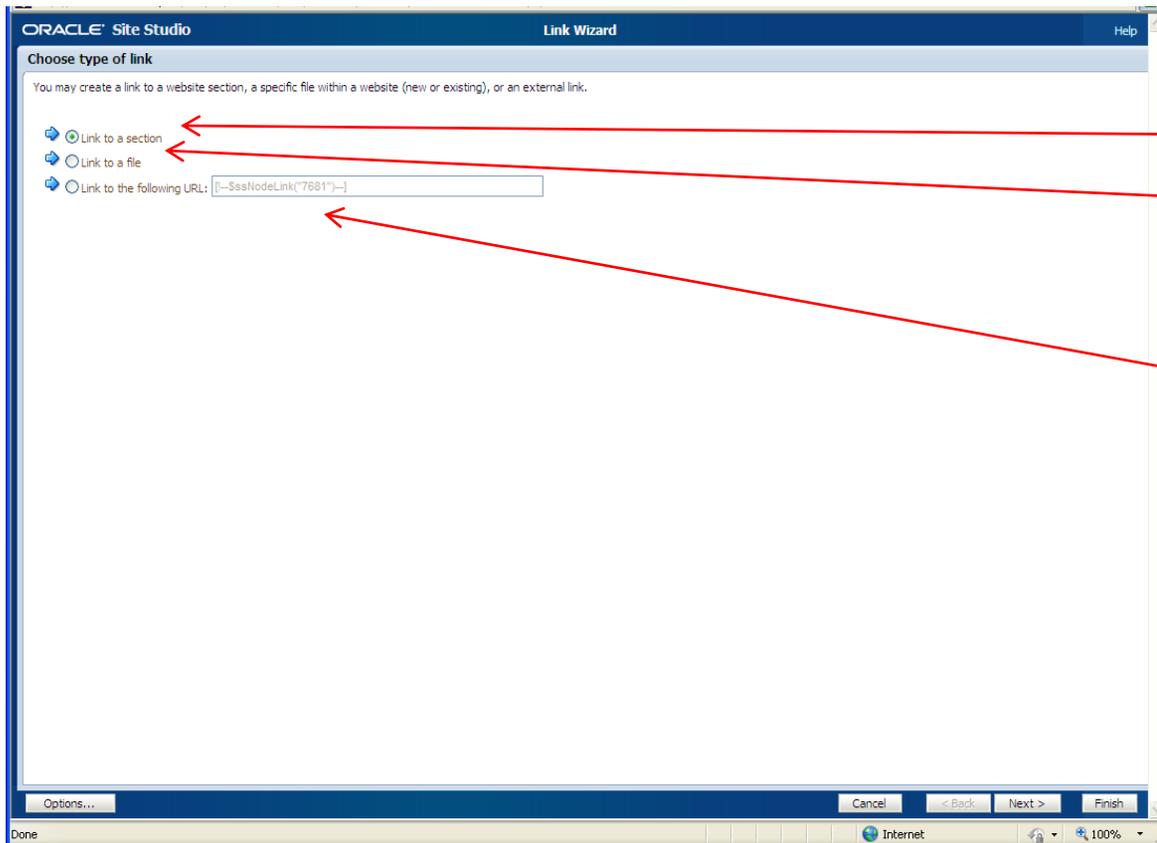
## WYSIWYG Field Controls – Adding Links

- Within the WYSIWYG field you may also add links
- You may link to any internal page within the Navy CNIC site
- You may also link to external pages if the external page is approved within the SECNAV (Refer to the SECNAVINST 5720.47B at <http://doni.daps.dla.mil/SECNAV.aspx>)
- If there is an external link you would like to use that does not meet SECNAV requirements, please contact your PAO (Public Affairs Officer)
- The following slides will walk you through the process for adding internal and external links



## WYSIWYG Field Controls - Link Wizard

- To add links in the WYSIWYG content use the Link Wizard
- Highlight text or image that you want to link and click the Link Wizard Icon , or Right click and select “Insert Hyperlink”



You may choose to:

- Link to site sections
- Link to other content within the content server
- Link to an external URL (See SECNAV instructions regarding external URLs)
- Click Next

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## WYSIWYG Field Controls - Link Wizard – Link to Site Section

- If you choose to “Link to Site Section” you will need to select the target landing page for that section
  - “Link to Site Section” is used when linking to another page within your own Region/Installation website

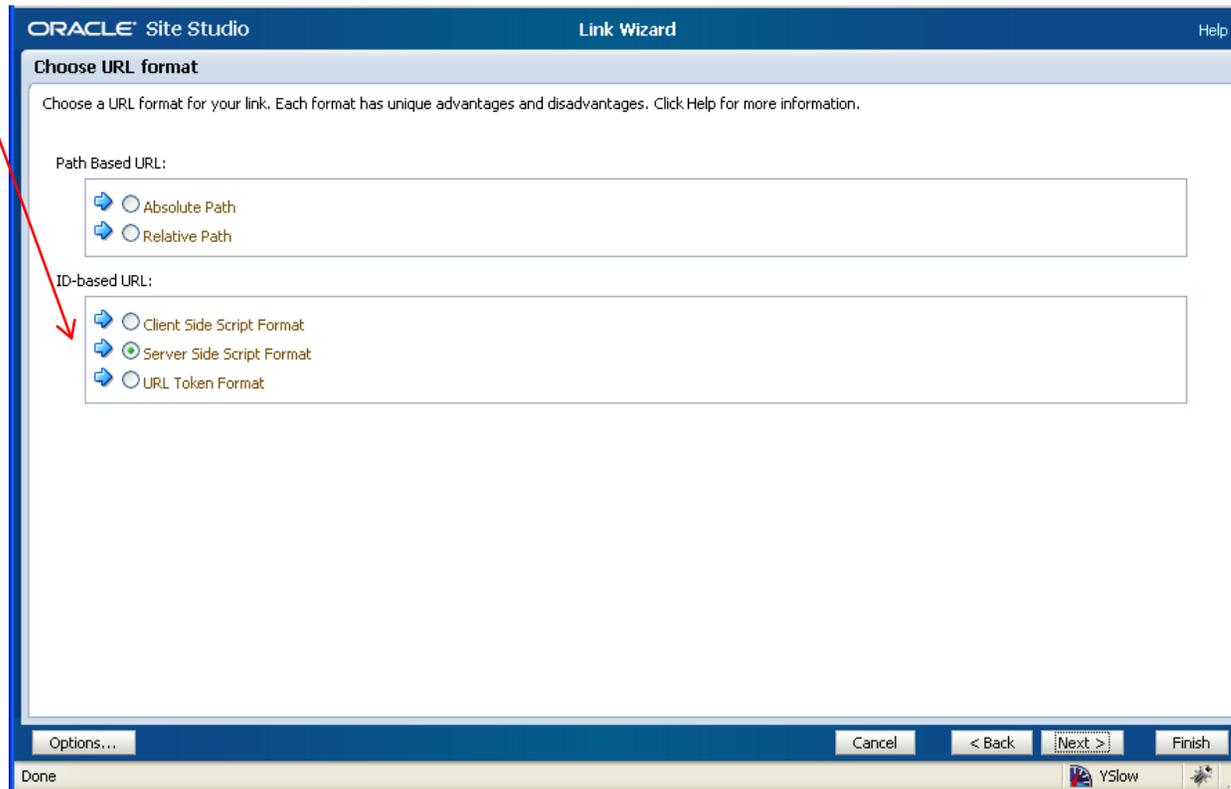
A screenshot of the Oracle Site Studio Link Wizard interface. The title bar reads "ORACLE Site Studio" and "Link Wizard". Below the title bar, there is a section titled "Choose a section" with the instruction "Select a website section from the form below to create a link to the primary page of that section." A dropdown menu is set to "CNIC Headquarters Site (CNIC\_HQ\_Site)". Below this, a tree view shows a list of sections: Home, About, Base Support (highlighted), Operating Forces Support, Community Support, Competitive Sourcing, Newsroom, ANFA, Operation Prepare, BRAC, Regions, Accessibility, Contact Us, EOA, FOIA, and Inspector General.

- Click Next and continue with the wizard instructions to enter the link



## WYSIWYG Field Controls - Link Wizard – Link to Site Section

- Select “Server Side Script Format”



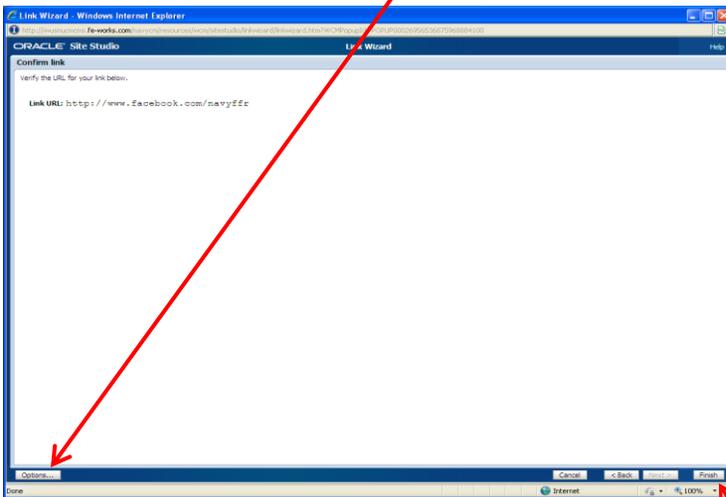
- Click Next

**Note: This selection will assure that your URL remains relative. If content is moved around, the content server will still be able to find the document or the content.**

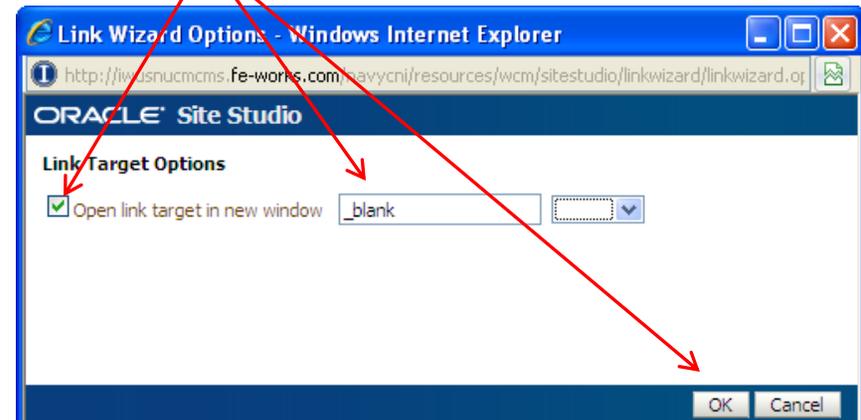


## WYSIWYG Field Controls - Link Wizard – Link to Site Section

- To have a link open in a new window, select the “Options” button on the “Confirm Link” page in the link wizard



Next, click on the box next to “Open link target in new window”, then select “\_blank” from the drop down menu, and click on the “OK” button



The Link Target Options window will close – click “Finish” – your newly created link will open in a new window



## WYSIWYG Field Controls - Link Wizard – Link to File

- “Link to a File”\* provides capability to link to existing content or native documents.
- “Link to a File” will display the existing pages and native documents located in the Content Server
- Use the Select button to choose the target file.

ORACLE Content Server

Home Search New Check In My Profile Help

My Content Server Web Sites Browse Content Content Management Administration

Search Results Items 1-20 of 34844

Change View Query Actions

Page 1 of 10

Select	ID	Title	Date	Author	Actions
Select	<a href="#">BASE_SUPPORT</a>	Base Support Contributor Data File	8/8/08	sysadmin	
Select	<a href="#">CNIP_058859</a>	Contributor Data File	8/8/08	supportcenter	
Select	<a href="#">CNIC_HOME_MIDDLE_C</a>	CNIC Homepage Middle Column Contributor Data File	8/6/08	sysadmin	
Select	<a href="#">PLANNING_REAL_ESTA</a>	Planning & Real Estate Contributor Data File	8/4/08	sysadmin	
Select	<a href="#">CNIP_058857</a>	Contributor Data File	8/4/08	sysadmin	
Select	<a href="#">COMMUNITY_SUPPORT</a>	Community Support (Main) Contributor Data File	8/1/08	sysadmin	
Select	<a href="#">CNIP_058852</a>	Test_SupportCenter Left Column Contributor Data File	8/1/08	supportcenter	

\*“Link to a File” also gives you the ability to create a new content page. This is how you create new pages. *This is covered in the Add a New Page module*



# WYSIWYG Field Controls - Link to File – Narrowing the Selection

- When you link to an existing file on the content server, all of the files on the content server will display for you. This will probably be too many files to sort through.
- You can narrow down the number of files that show by going to the Query Actions Menu and selecting “Search Within”

The screenshot shows a web application interface with a search bar at the top right labeled 'Quick Search'. Below the search bar are navigation tabs for 'Content Management' and 'Administration'. A 'Change View' dropdown menu is visible, and a 'Query Actions' dropdown menu is open, showing 'Search Within' and 'Save Search' options. A red arrow points from the 'Search Within' option to the 'Query Actions' menu. Below the menu is a table with columns for 'Title', 'Date', 'Author', and 'Actions'. The table contains several rows of file information.

Title	Date	Author	Actions
	8/29/08	sysadmin	
a File	8/28/08	sysadmin	
: Middle Column Contributor Data File	8/27/08	sysadmin	
ning	8/27/08	sysadmin	
e Left Navigation	8/26/08	sysadmin	



# WYSIWYG Field Controls - Link to File – Narrowing the Selection

- “Search Within” will bring you to the advanced search screen. This will allow you to set your selection criteria to narrow down the number of files to choose from.

For example: You might Narrow the files in the List to

- Only files by a specific author
- Only files from a certain section
- only files with a .doc extension

Metadata Search

Content ID	Substring	<input type="text"/>	
Title	Substring	<input type="text"/>	
Type	Substring	<input type="text"/>	<input type="text"/>
Security Group	Substring	<input type="text"/>	<input type="text"/>
Account	Substring	<input type="text"/>	<input type="text"/>
Author	Substring	<input type="text"/>	<input type="text"/>
Release Date		From 7/01/08 12:00 AM <input type="text"/>	To 9/03/08 12:00 AM <input type="text"/>
Expiration Date		From <input type="text"/>	To <input type="text"/>
Comments	Substring	<input type="text"/>	
Folder		<input type="text"/>	<input type="button" value="Browse..."/>
Hidden	Substring	<input type="text"/>	<input type="text"/>
Read Only	Substring	<input type="text"/>	<input type="text"/>
Inhibit Propagation	Substring	<input type="text"/>	<input type="text"/>
Web Site Object Type	Substring	<input type="text"/>	<input type="text"/>
Web Sites	Contains	<input type="text"/>	<input type="button" value="Browse..."/>
Exclude From Lists	Contains	<input type="text"/>	<input type="button" value="Browse..."/>
Web Site Section	Substring	<input type="text"/>	<input type="button" value="Browse..."/>
Teaser	Substring	<input type="text"/>	
ArticleType	Substring	<input type="text"/>	<input type="text"/>
ArticleCategory	Substring	<input type="text"/>	<input type="text"/>
Native Format	Substring	<input type="text"/>	
Native File Extension	Substring	<input type="text"/>	



# WYSIWYG Field Controls - Link to File – Saving a Query

- Help yourself further by saving the search you just ran
- On the search results page go to Query Actions menu select “Save Search”
- Give your query an appropriate title and hit “OK”

ORACLE Content Server

Home Search New Check In My Profile Help

My Content Server Web Sites Browse Content Content Management Administration

Search Results Found 6 items

Change View Query Actions

Select	ID	Title	Date	Author	
Select	<a href="#">CNIP_061728</a>	Guam Installations	8/25/08	Ikung	
Select	<a href="#">SUBPAGE_LEFT_COLUMN</a>	Subpage Left Column	8/13/08	Ikung	
Select	<a href="#">CNIP_058856</a>	Test_SupportCenter F	8/1/08	Ikung	
Select	<a href="#">CNIP_058854</a>	Test_SupportCenter F	8/1/08	Ikung	
	<a href="#">CNIP_058853</a>	Test_SupportCenter F	8/1/08	Ikung	
	<a href="#">CNIP_049243</a>	NAVY CEREMONIAL G	6/6/08	Ikung	

Explorer User Prompt

Script Prompt:  
Enter a title for this query:

Author Ikung

OK Cancel



# WYSIWYG Field Controls - Link to File – Saving a Query

- To use your saved search in the future, go to “My Content Server” > “My Saved Queries” > Select your query title.
- This will automatically run your saved query. You won’t have to reselect your criteria.

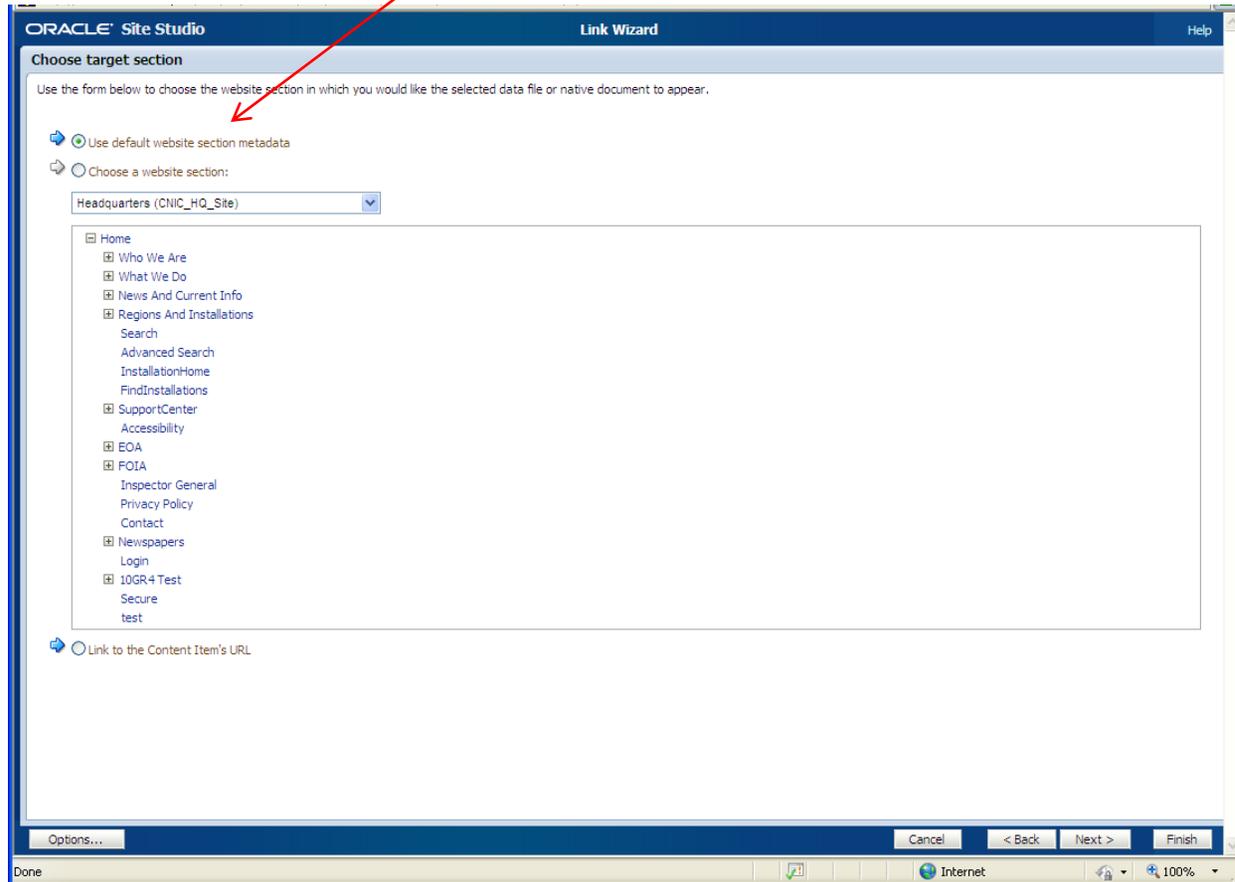
The screenshot shows the Oracle Content Server interface. The navigation menu is open, showing 'My Saved Queries' selected. A sub-menu is visible with options: 'author lkung', 'CNIC HQ Query', and 'Edit Saved Queries'. Below the menu, a table displays search results with columns: Title, Date, Author, and Actions. The table contains several rows of data, including 'New Test Page', 'CNIC Homepage Midd', 'Contributor Data File', 'Test\_SupportCenter F', 'New Page - Training', 'Fort Worth Home Left', and 'Guam Installations'. A red arrow points from the text 'Select your query title' in the list above to the 'My Saved Queries' menu item.

	Title	Date	Author	Actions
	New Test Page	8/29/08	sysadmin	
<input type="button" value="Select"/>	<a href="#">CNIC_HOME_MIDDLE_C</a> CNIC Homepage Midd	8/27/08	sysadmin	
<input type="button" value="Select"/>	<a href="#">CNIP_061732</a> Contributor Data File	8/28/08	sysadmin	
<input type="button" value="Select"/>	<a href="#">CNIP_058854</a> Test_SupportCenter F	8/1/08	lkung	
<input type="button" value="Select"/>	<a href="#">CNIP_061730</a> New Page - Training	8/27/08	sysadmin	
<input type="button" value="Select"/>	<a href="#">FORTWORTH_2006120</a> Fort Worth Home Left	8/26/08	sysadmin	
<input type="button" value="Select"/>	<a href="#">CNIP_061728</a> Guam Installations	8/25/08	lkung	



# WYSIWYG Field Controls - Link Wizard – Link to File

- Use Default website metadata



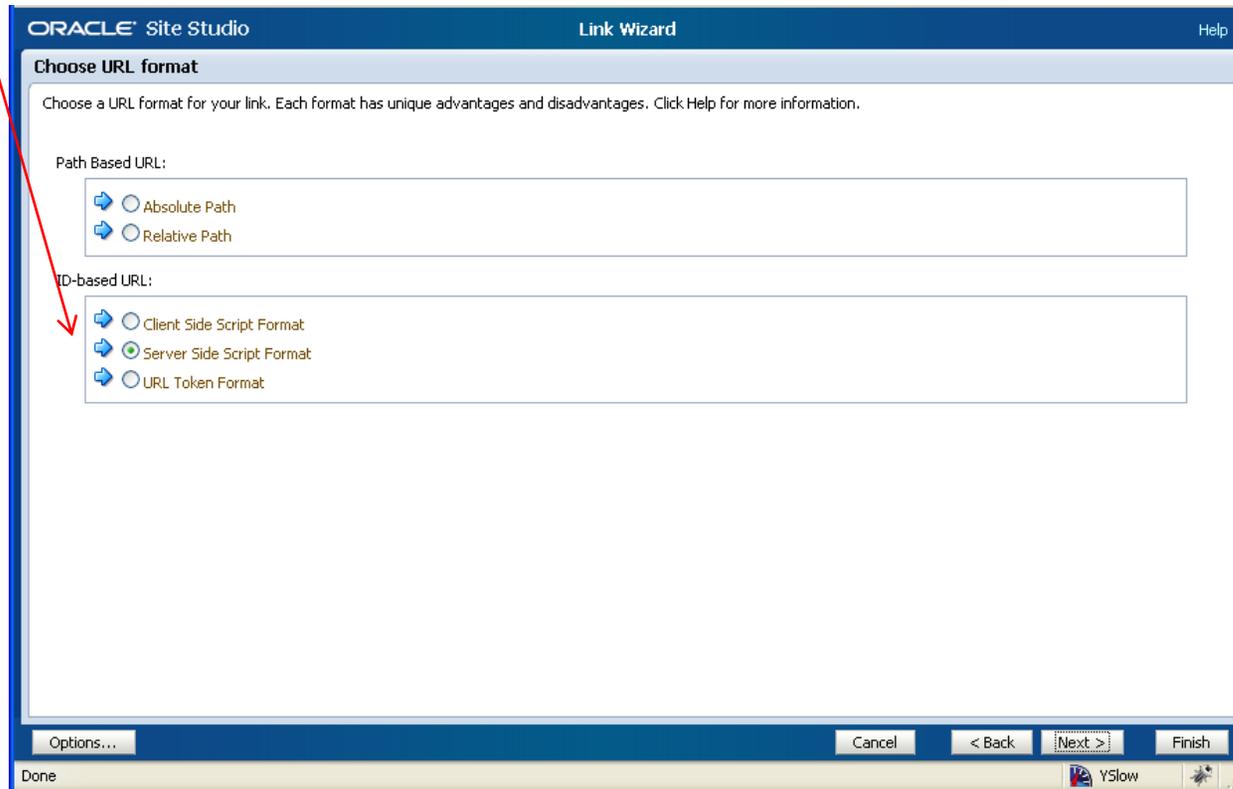
- Click Next

**Note: Using default website metadata means that the system will automatically assign website section metadata based on the section of the website you specify when initially set up the metadata for the content. This is the reason that it is very important to populate the website and website section information when you are filling out the content information form.**



## WYSIWYG Field Controls - Link Wizard – Link to File

- Select “Server Side Script Format”



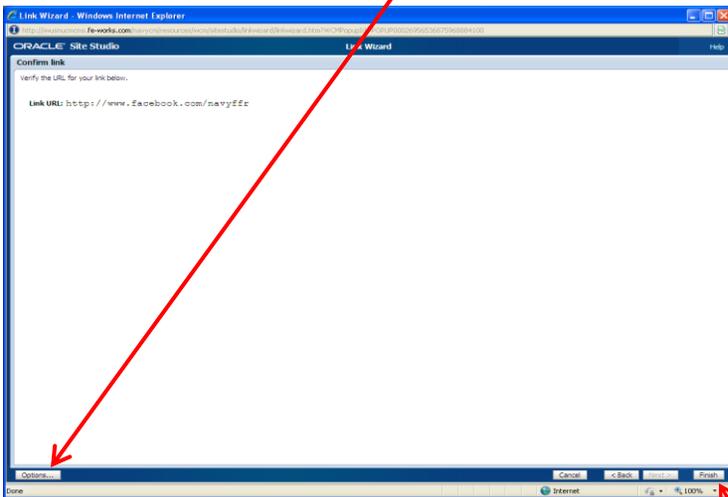
- Click Next

**Note: This selection will assure that your URL remains relative. If content is moved around, the content server will still be able to find the document or the content.**

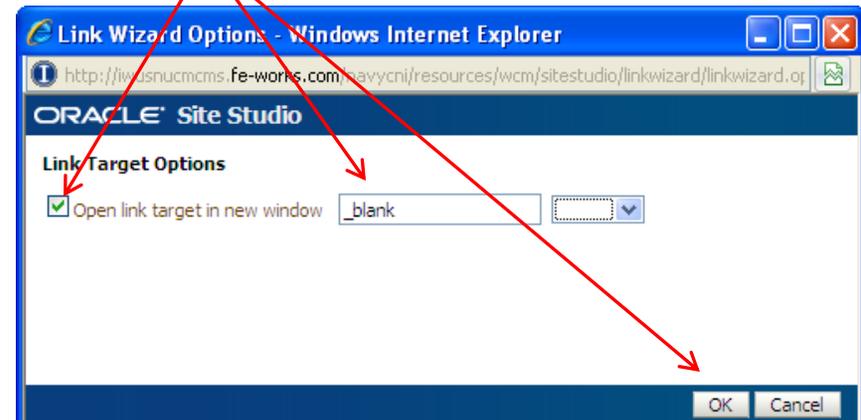


## WYSIWYG Field Controls - Link Wizard – Link to File

- To Open a link in a new window (good to use when opening native documents such as Word documents and PDFs or when linking to an external website), select the “Options” button on the “Confirm Link” page in the link wizard



Next, click on the box next to “Open link target in new window”, then select “\_blank” from the drop down menu, and click on the “OK” button

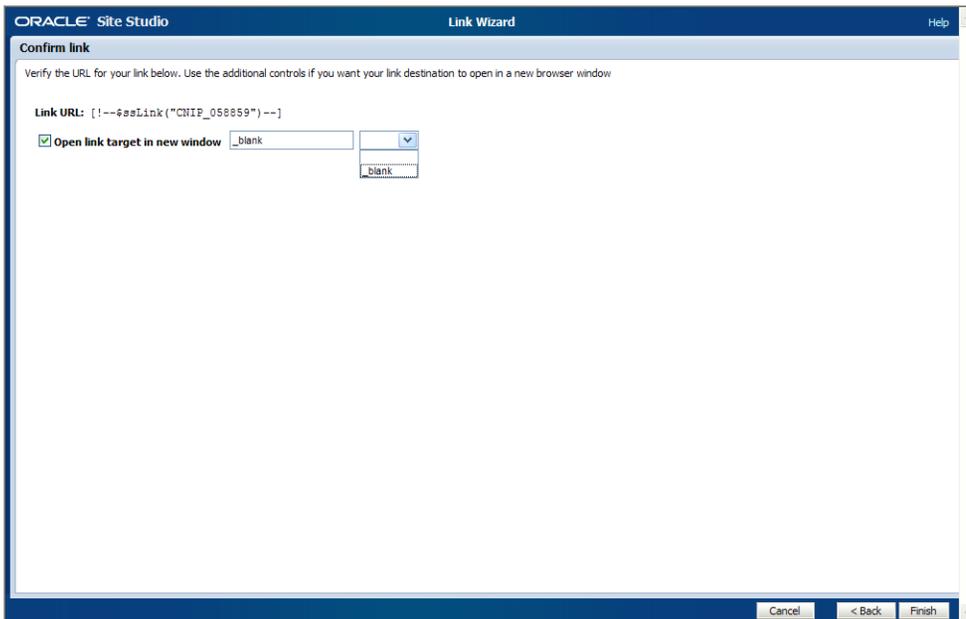
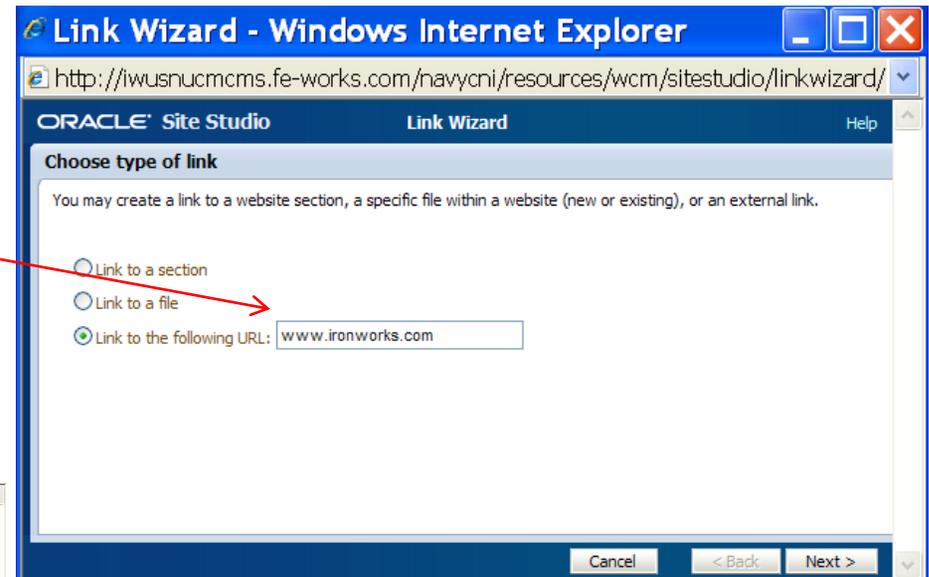


The Link Target Options window will close – click “Finish” – your newly created link will open in a new window



# WYSIWYG Field Controls - Link Wizard – Link to External Link

- To add an external link type in the URL for the external link
- Hit Next
- Select it to open in a blank window





# WYSIWYG Field Controls - Link Wizard – Important Link Information

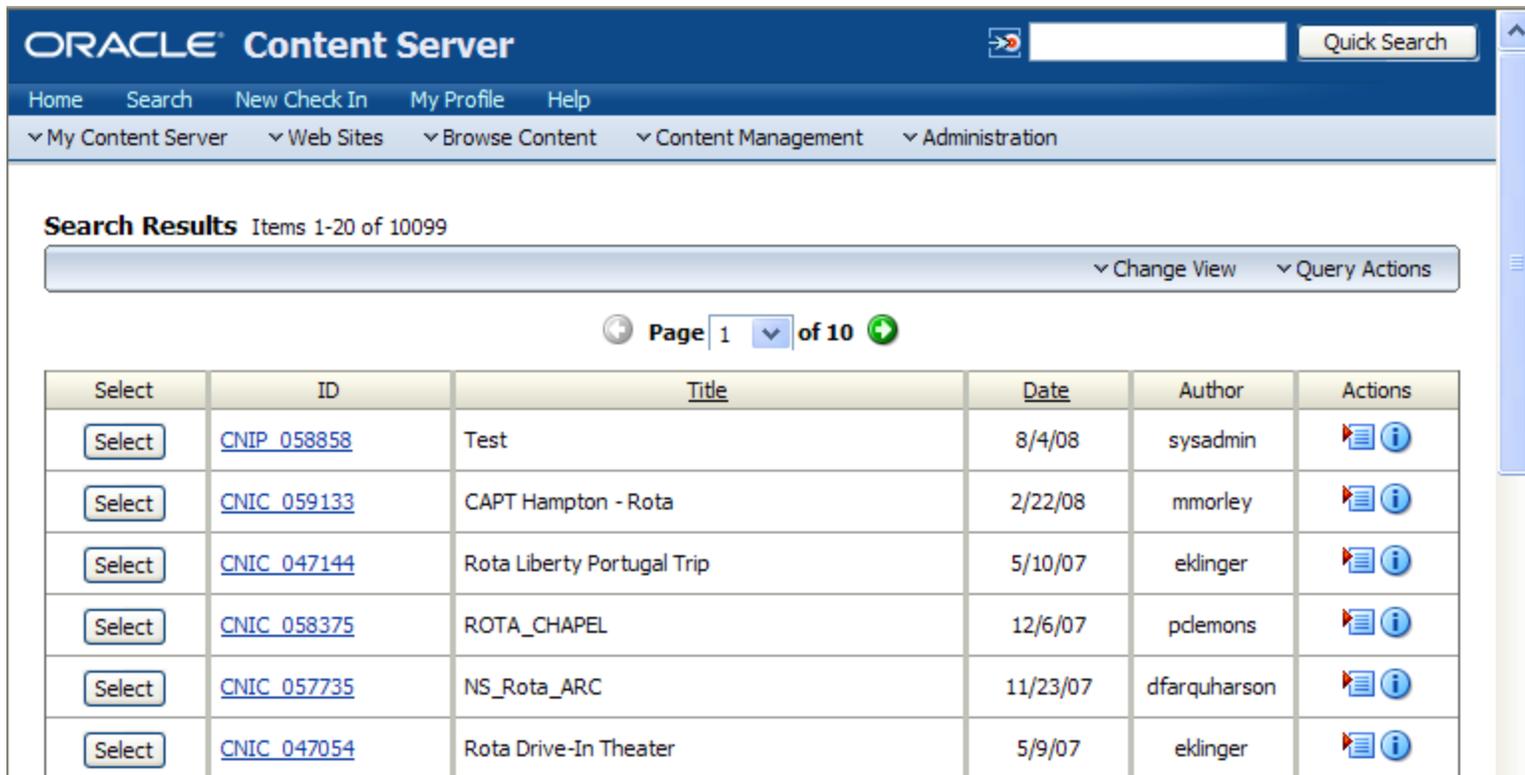
## Important Information about Links

- To link to another page within your own website, always use “Link to Site Section”
- To link to another page on a site within the CNIC family of sites, use the “Link to External Link” option with a RELATIVE PATH
  - For example, to link to the Mid-Atlantic Region Home page from the CNRSE website, enter /cnrma/index.htm
- To link to the Mid-Atlantic MWR page, enter /cnrma/mwr/index.htm
- To link to the main CNIC home page, enter /CNIC\_HQ\_Site/index.htm
  - Do not include the https://www.cnic.navy.mil base
- To link to an external site, enter the entire path:
  - For example, to link to the FEMA site, enter <http://www.fema.gov>
- You may only link to external pages if the external page is approved within the SECNAV (Refer to the SECNAVINST 5720.47B at <http://doni.daps.dla.mil/SECNAV.aspx>)
- If there is an external link you would like to use that does not meet SECNAV requirements, please contact your PAO (Public Affairs Officer)



## WYSIWYG Field Controls – Insert an Image

- Images can be inserted in designated WYSIWYG areas
- Access the image selector by clicking on the Image icon in the toolbar 
- The Content server selection screen will be presented
- Locate an image to insert and click the Select button



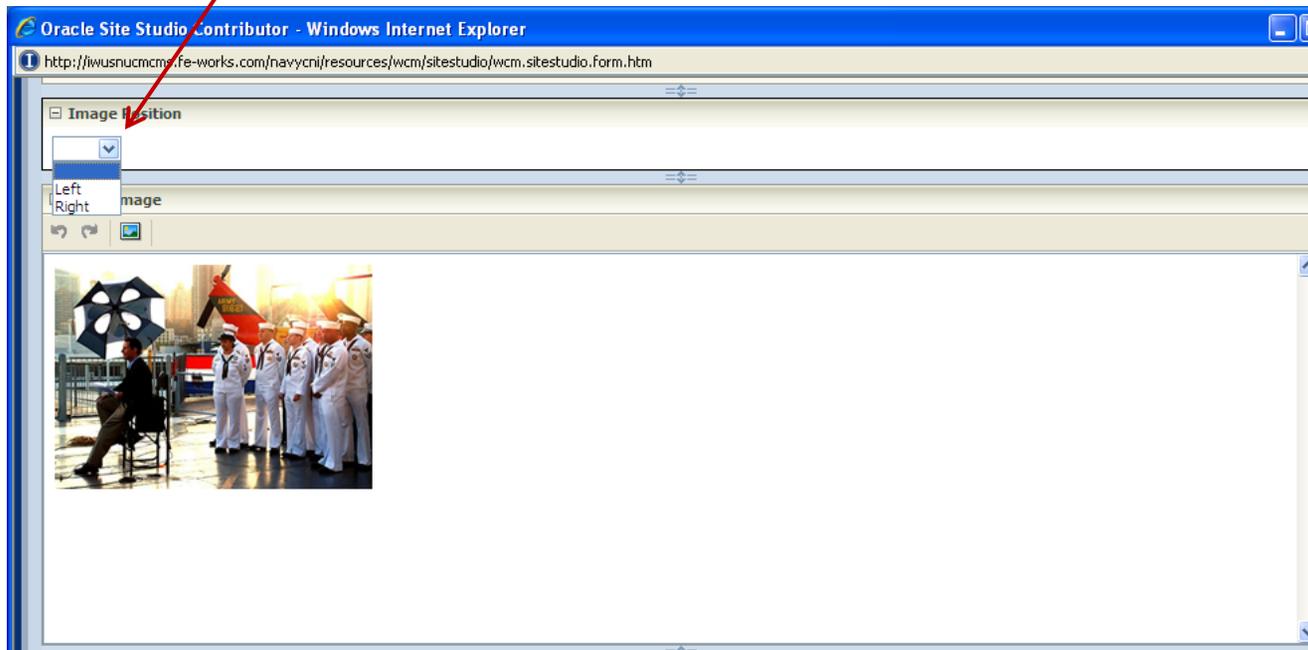
The screenshot shows the Oracle Content Server interface. At the top, there is a navigation bar with links for Home, Search, New Check In, My Profile, and Help. Below this is a secondary navigation bar with dropdown menus for My Content Server, Web Sites, Browse Content, Content Management, and Administration. The main content area displays search results for 'Items 1-20 of 10099'. A table lists the results with columns for Select, ID, Title, Date, Author, and Actions. The table contains six rows of data, each with a 'Select' button in the first column and an information icon in the last column.

Select	ID	Title	Date	Author	Actions
<input type="button" value="Select"/>	<a href="#">CNIP_058858</a>	Test	8/4/08	sysadmin	
<input type="button" value="Select"/>	<a href="#">CNIC_059133</a>	CAPT Hampton - Rota	2/22/08	mmorley	
<input type="button" value="Select"/>	<a href="#">CNIC_047144</a>	Rota Liberty Portugal Trip	5/10/07	eklinger	
<input type="button" value="Select"/>	<a href="#">CNIC_058375</a>	ROTA_CHAPEL	12/6/07	pclemons	
<input type="button" value="Select"/>	<a href="#">CNIC_057735</a>	NS_Rota_ARC	11/23/07	dfarquharson	
<input type="button" value="Select"/>	<a href="#">CNIC_047054</a>	Rota Drive-In Theater	5/9/07	eklinger	



## WYSIWYG Field Controls – Insert an Image

- The selected image is now inserted in your WYSIWYG text area
- The position of the image on the page can be adjusted by choosing the desired placement from the “Image Position” drop down menu





## Inserting an Image – Adding Image Alt Tags

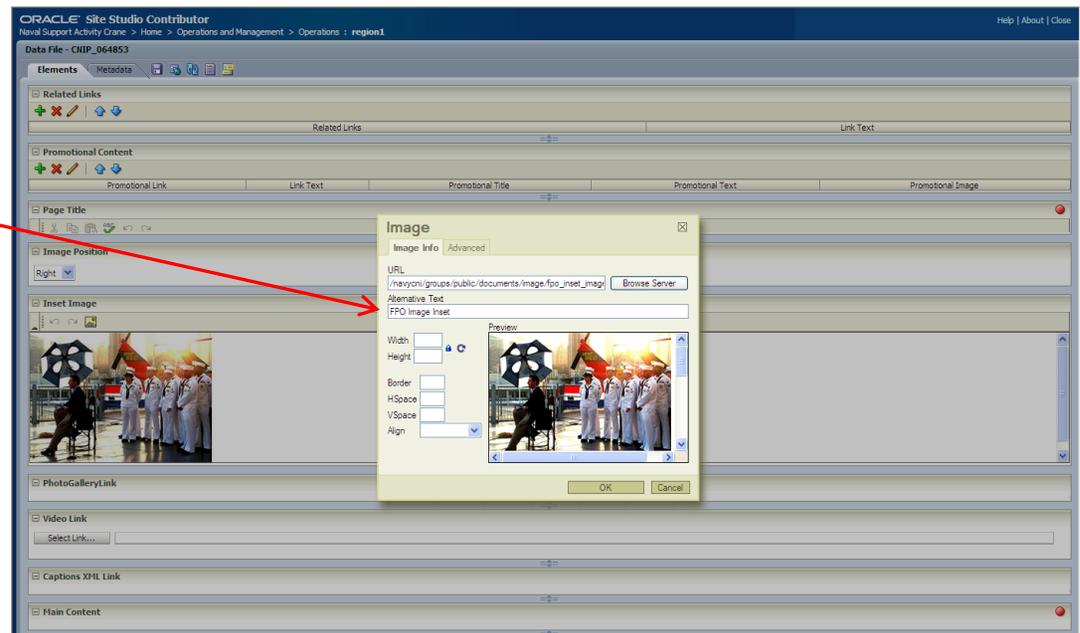
- Alt Tags are required for 508 compliance
- To add Alt Text to an image, right click on the image in the editor and click on “image properties



•The “Alt Text: for the image is added to the “Alternative Text” box and will be viewable when a user hovers over the image on the page

•Note: Do NOT use the image properties section to alter the dimensions of your images, this will cause distortion to occur

•Do not adjust any of the settings on the “Advanced” tab

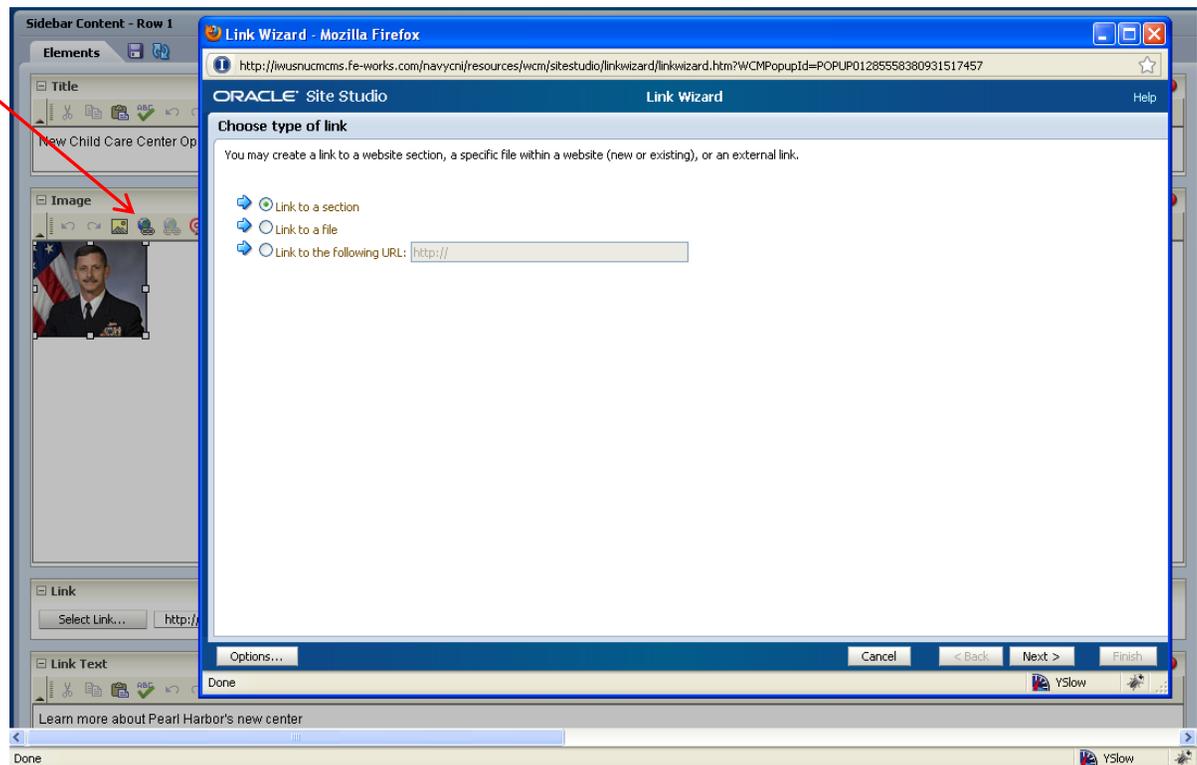


Note – the “Image Properties” feature is not available on images placed within text regions (main content regions, sidebar content regions, FFR and extra content regions)



## WYSIWYG Field Controls – Insert an Image

- To make the image a link, click on the Image and choose the Link icon from the toolbar 
- The Link wizard will walk you through selecting your image link





## Image Sizing and Optimization

- To maintain the integrity of the new design and promote consistency across the site, image size restrictions are enforced across the site.
- Some images must fall within a range of sizes, others must be exact
  - Inset images on most content pages can vary within a range
  - Carousel images and promo items must be exact
  - Image size requirements can be found on the next slide
- Picnik (<http://www.picnik.com>) is a free tool that can be used to adjust the size and optimize the appearance of images



# Image Size Guidelines

Template	Item	Width (Pixels)	Height (Pixels)
HQ	Carousel	603	250
HQ, Installation, Region, FFR,	News Article Image	91	65
Region, Installation, FFR	Main (Static) Image	300	580
Region, Installation, FFR	Carousel (In place of Main Image - optional)	480	250
Region and Installation	Misc Content Items (Right Side of Page)	85 to 280	85 to 150
Region	Misc Content Item (Lower Left Side)	85 to 200	85 to 150
FFR	Content Items (Right Side of Page)	85 to 280	85 to 150
FFR	Content Items (Lower Left Side)	143	87
Landing Page 1	Inset Image	150 to 350	150 to 350
Landing Page 2, 3 and 4	Sub Section Images	183	85
Landing Page 3 and 4	Carousel	480	250
Landing Page 5	Inset Image	150 to 550	150 to 350



## Image Size Guidelines - Continued

Template	Item	Width (Pixels)	Height (Pixels)
Basic	Inset Image	150 to 650	85 to 350
Subpage 4	Inset Image	150 to 350	150 to 350
Subpage 5	Carousel	307	210
Subpage 5	Inset Image	150 to 305	150 to 400
Subpage 5	Images for Sub Items	183	85
Subpage 5	Buttons	50	50
Basic, Subpage 5, Subpage 4	Promotional Item Image	180	115
News	Image with News Article	119	85
HQ, Region, Installation	Newspaper Thumbnail	83	99
HQ Newspaper Gallery	Newspaper Thumbnail	165	153
Photo Gallery	All Images	150 to 750	150 to 750

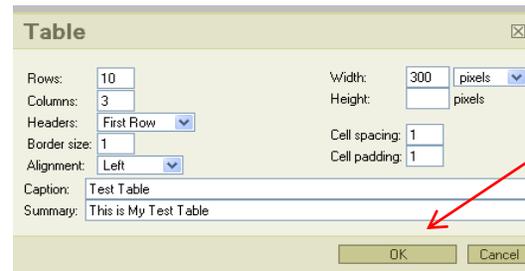


# WYSIWYG Field Controls – Insert a Table

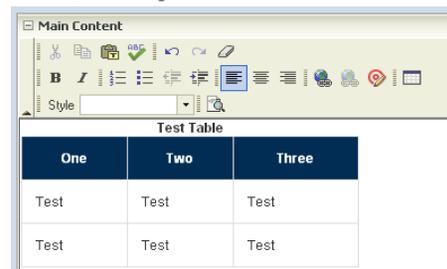
- Tables can be inserted anywhere in the Main Content section of the WYSIWYG field
- Access the Table Selector from the dropdown button in the toolbar, a pop-up box will appear with options for configuring your table



- Choose the table configuration that best fits your content, then select “OK” – more information about table formatting can be found on the next slide



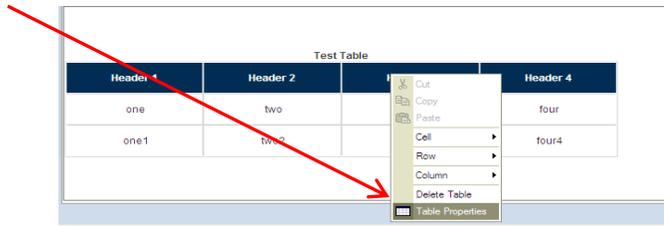
- A blank table will be inserted in the WYSIWYG Field
- Enter text or links in the cells, they behave like mini-WYSIWYG fields





# WYSIWYG Field Controls - Table Formatting and Customization

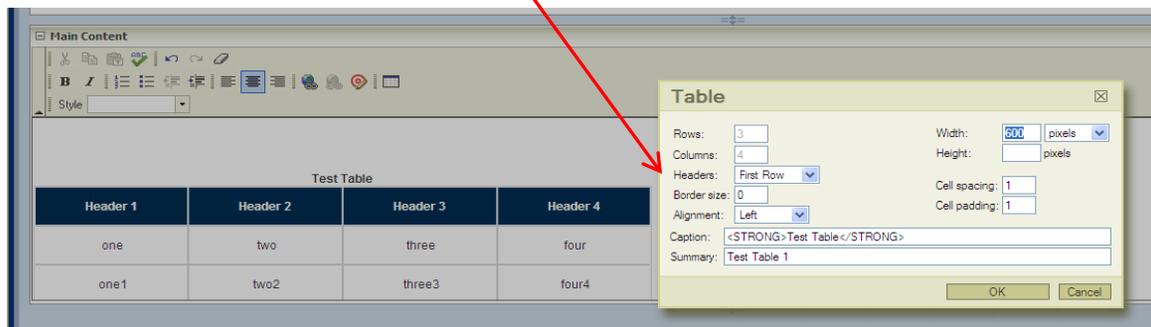
- To format a table that has been added to the editor, right click on the table, then click on “Table Properties



- In the table properties box, you can adjust the number of Rows and Columns, adjust the Width, Height, Border size and Cell Spacing and Padding

- The “Caption” field should be completed if you would like a title above your table, text entered into the “Summary” field will be displayed when you hover over the table

- To apply the “Header” style to the first row of your table, select “first row” from the drop down menu next to “Headers”





## WYSIWYG Field Controls – Table Formatting and Customization

- Once the basic table is inserted, there are additional customizations available
- By right clicking on the table, you can merge, split, add or delete cells by hovering over the “Cell” option in the list
- You can also add or delete Columns and Rows by selecting the “Row” or “Column” options in the list
- You can also delete the entire table by choosing the “Delete Table” option from the list

The screenshot shows a table titled "Test Table" with four columns and three rows. The first row contains headers: "Header 1", "Header 2", "Header 3", and "Header 4". The second row contains "one", "two", and "four". The third row contains "one1", "two2", and "four4". A context menu is open over the table, listing options: Cut, Copy, Paste, Cell, Row, Column, Delete Table, and Table Properties.

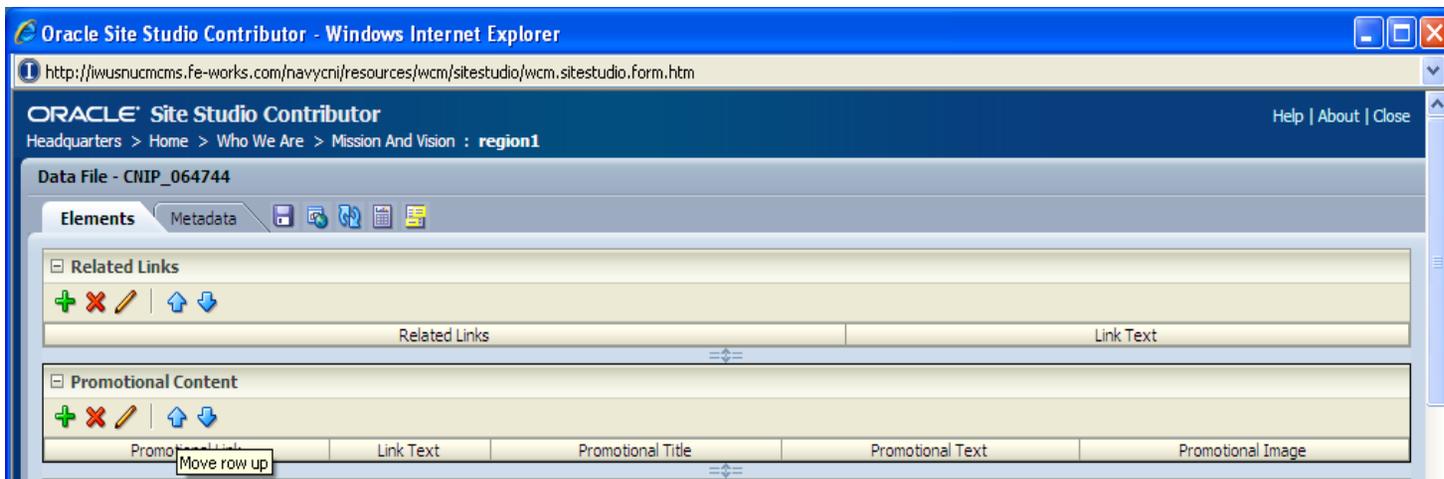
Header 1	Header 2	Header 3	Header 4
one	two		four
one1	two2		four4

- Tables are by default centered and can be resized by dragging the borders



# Static Lists Overview

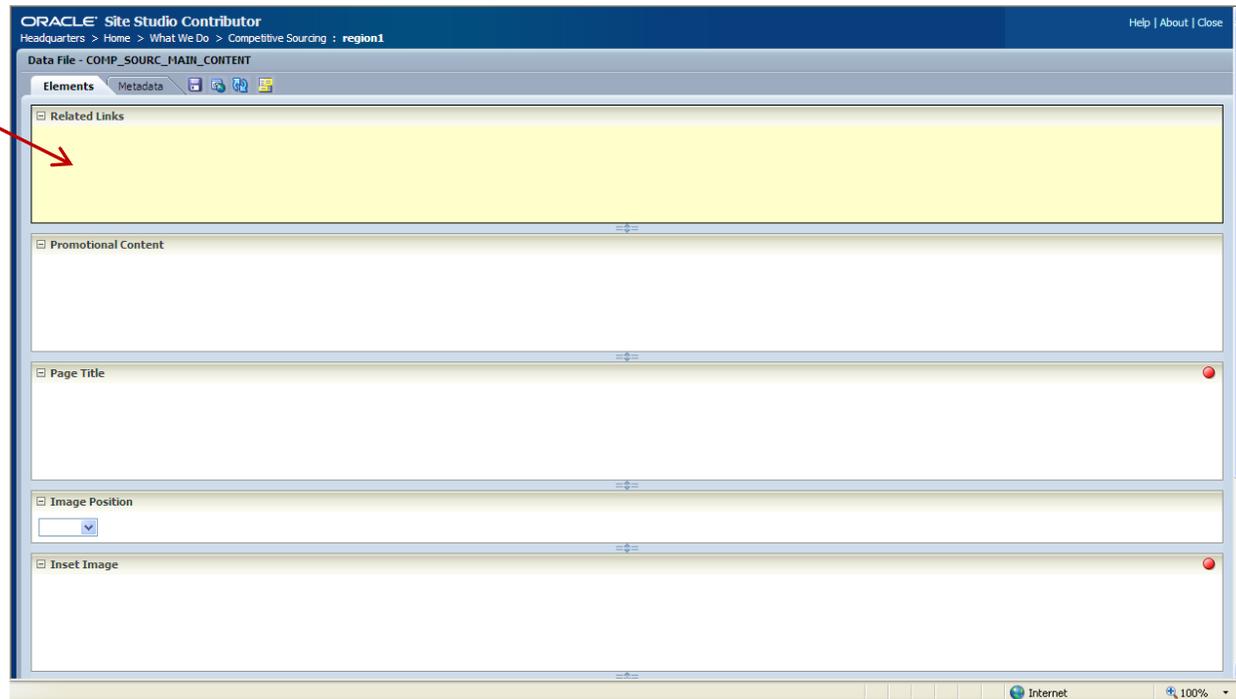
- Static lists are used to:
  - Add Related Links to a page
  - Add Promotional Items to a page
  - Add Photos/Videos to Carousels
- Rows are added to the static list editor by clicking on the green plus sign, deleted by clicking on the red "X", and edited by clicking on the pencil icon or by double clicking on a row within the editor





## Related Links Overview

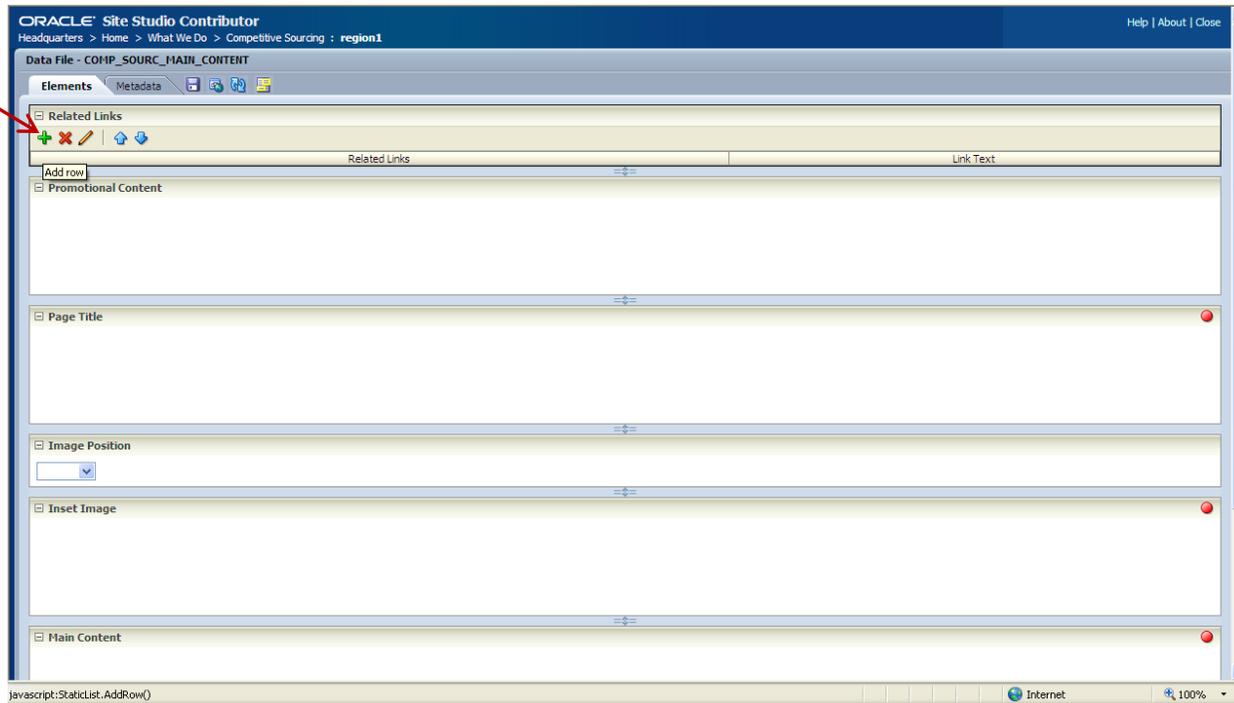
- Related Links can be added to subpages by taking the following steps in the WYSIWYG:
  - Click on the Related Links section to enable it for editing





## Related Links Overview

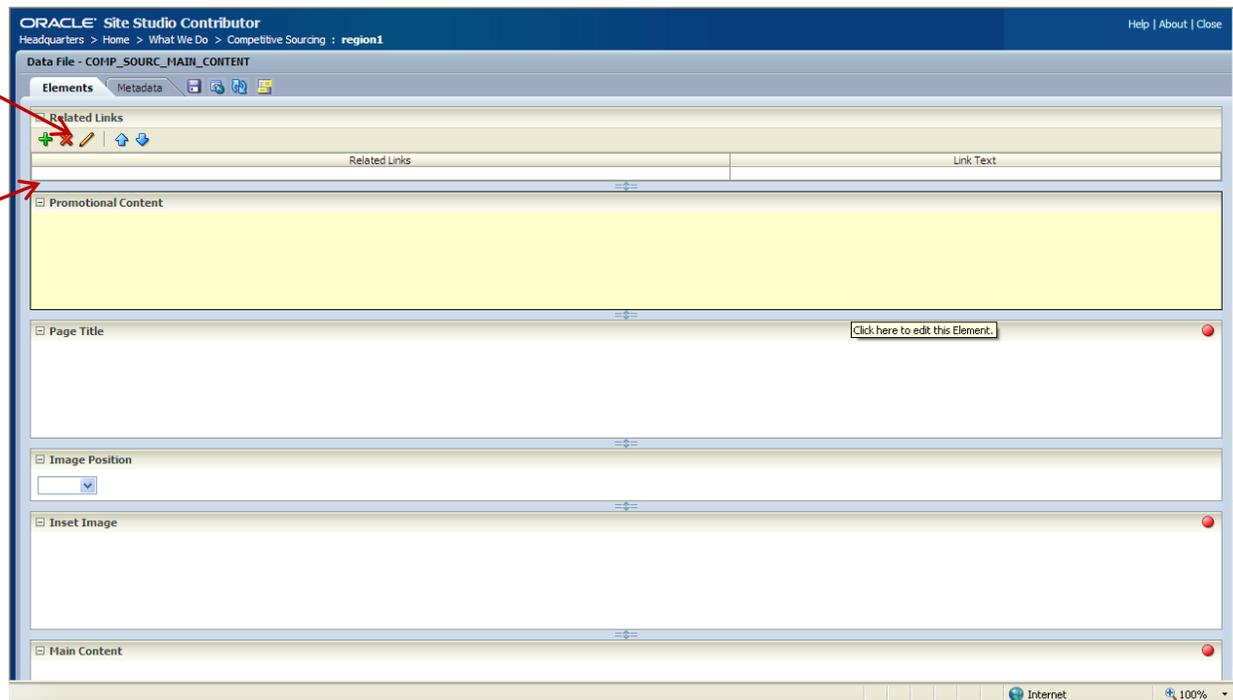
- Click on the “Add Row” icon once for each of the related links you would like to add to the page





## Related Links Overview

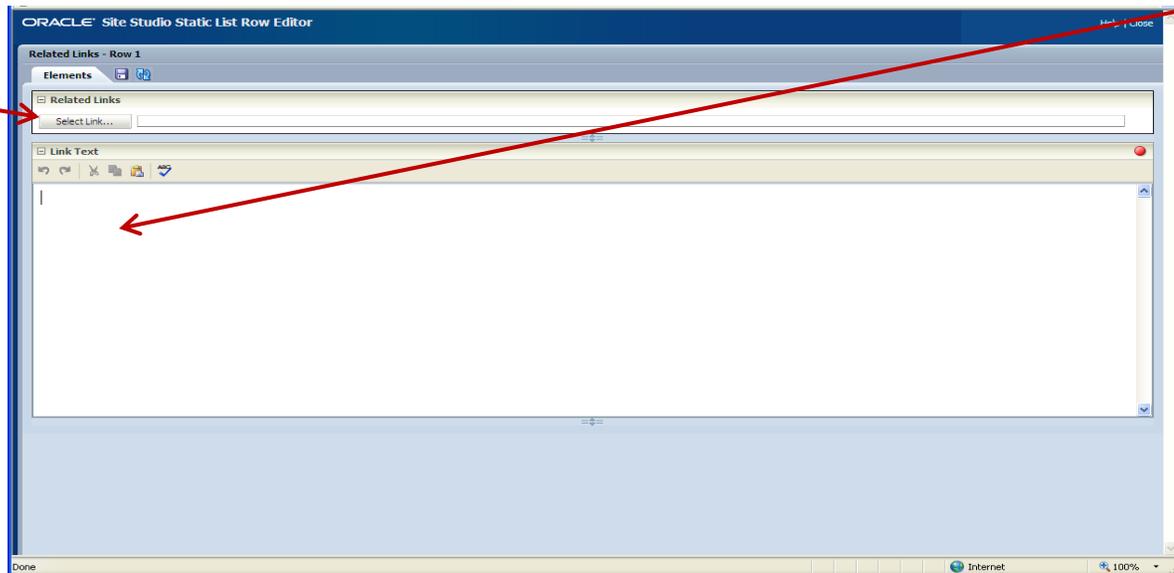
- Double click on the row or click on the “Edit Row” icon to enable the static list row editor. The editor will open in a new window.





## Related Links Overview

- Click on the “Select Link” button to bring up the Link Wizard, where you can link to a section in the site, a file, or a specific URL, or you can manually type the URL into the box
- Type in the text for the related link in the “Link Text” section.



- Once you are satisfied with the data entered into the static list row editor, click on the save icon. You will then be returned to the previous Site Studio Contributor window where you can add additional related links by double clicking on the next row, or you can click on the save icon at the top of the editor to save the changes made and view your changes in your browser



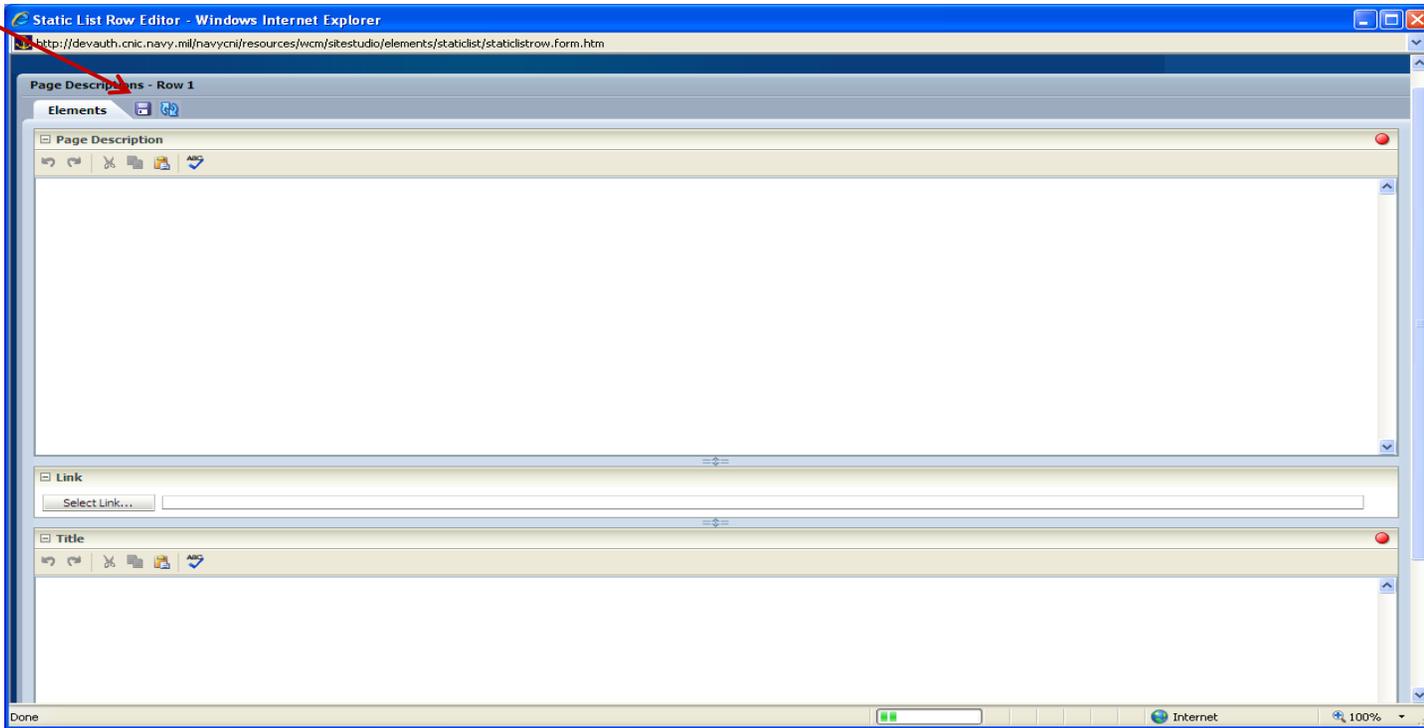
## Adding Page Summaries

- Page summaries with links to subpages can be used on several of the new templates
- Content Template 4 is currently the only template in use that has page summaries
- Page summaries utilize the static list functionality, up to 20 can be added to a page
- Add the desired number of rows to the editor by clicking on the “add” button
- To edit a row, click on the “edit” icon or double click on one of the rows
- The page summary editor will open in a new window



## Adding Page Summaries

- Add a page description of up to 120 characters
- Select a link using the “link wizard” or manually type the URL for the link
- Add a title, which will be the link text that appears on the page
- Click the “save” button, you will then be returned to the page editor





## Adding Videos/Closed Caption

- Videos with an accompanying Closed Caption file can be added to a page using the WYSIWYG editor
- The video and caption file must be uploaded via content server prior to adding them to a page
- The process for adding the video and caption file, is similar to creating a link on a page using the “link wizard”
- Once the files are uploaded you will click on the “select link” button in the video link section to create the link to your video file, the same process will be followed for adding the caption file

A screenshot of a WYSIWYG editor interface. It shows two sections: "Video Link" and "Captions XML Link". Each section has a "Select Link..." button and a text input field. Two red arrows point to the "Select Link..." buttons in both sections.



## Adding Videos/Closed Caption

- The link wizard will open in a new window, choose “existing file from server, then click “next”
- The search window will open, locate the video file, then click the “select button”
- Select, “Link to the content items URL”, then click “next”
- Click “Finish” on the next page.
- Repeat this process for the closed caption file
- The video and caption links are now populated into the editor and will be viewable on the page once the editor is saved

A screenshot of a web editor interface showing two sections for linking content. The first section is titled "Video Link" and contains a "Select Link..." button and a text field with the URL "[!--\$HttpRelativeWebRoot--]groups/public/@ca/@hq/documents/webcontent/cnicd\_a063885.xml". The second section is titled "Captions XML Link" and also contains a "Select Link..." button and a text field with the same URL. The interface has a light blue border and a yellow background for the sections.



# Adding Data to the Phone Directory

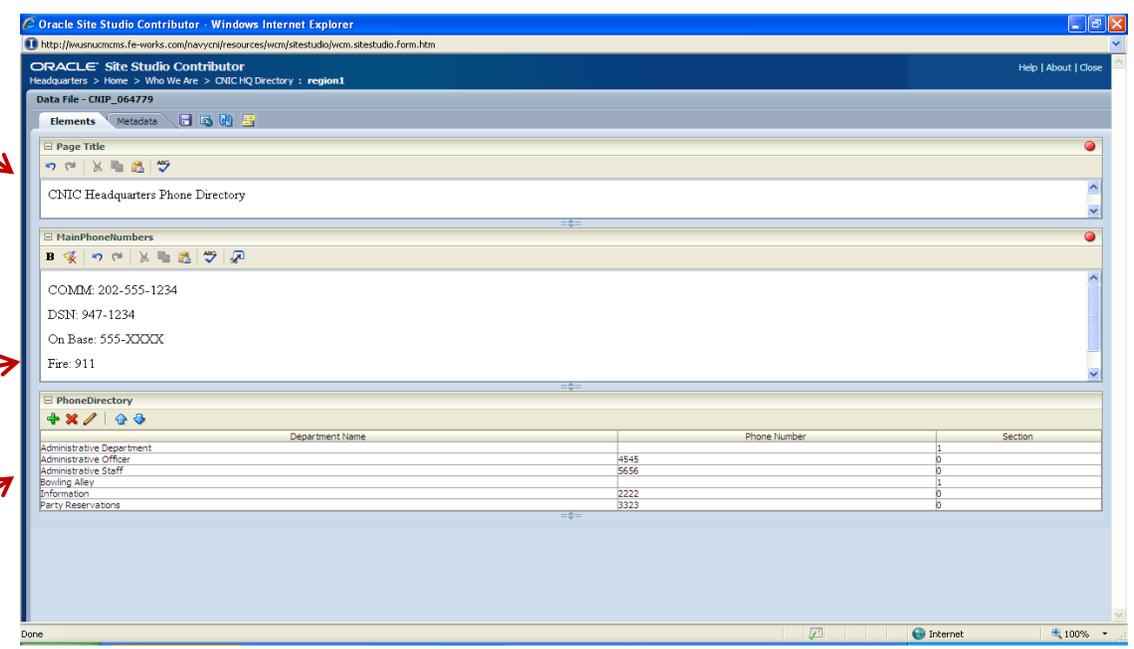
- Three sections in the WYSIWYG Editor that need to be populated for the Phone Directory page are Page Title, Main Phone Number, and Phone Directory

•The Page Title section should have the name of the phone directory.

•For example: “CNIC Headquarters Phone Directory” would be used as the title for the phone directory page for the CNIC HQ Site

•The Main Phone Number section should contain the main phone numbers for the location you are populating

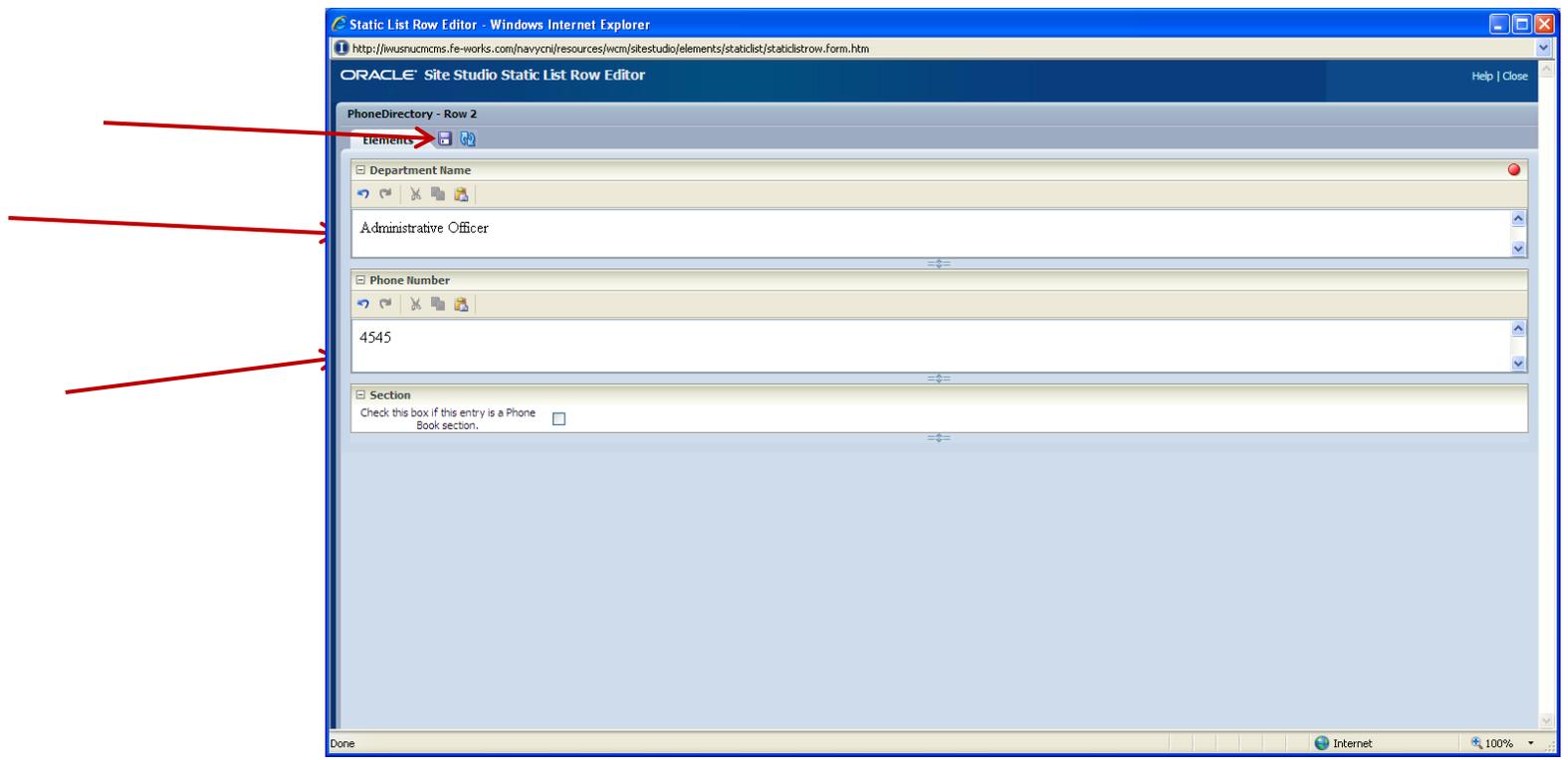
•The specific department names and phone numbers should be populated in the Phone Directory section of the editor - additional Details will be provided on the next pages





## Adding Data to the Phone Directory

- If adding a department and the department phone number to the phone directory, add the department title to the Department Name of the editor and add the department phone number to the Phone Number section
- Do not click on the Section box
- Click the “Save” icon once you have entered the necessary data





# Adding Data to the Phone Directory

- Once all necessary information has been added to the editor, click on the “Save” icon in the editor
- An example of what the completed Phone Directory will look like is shown below:

region1 > CNIC HQ Directory

**CNIC Headquarters Phone Directory**

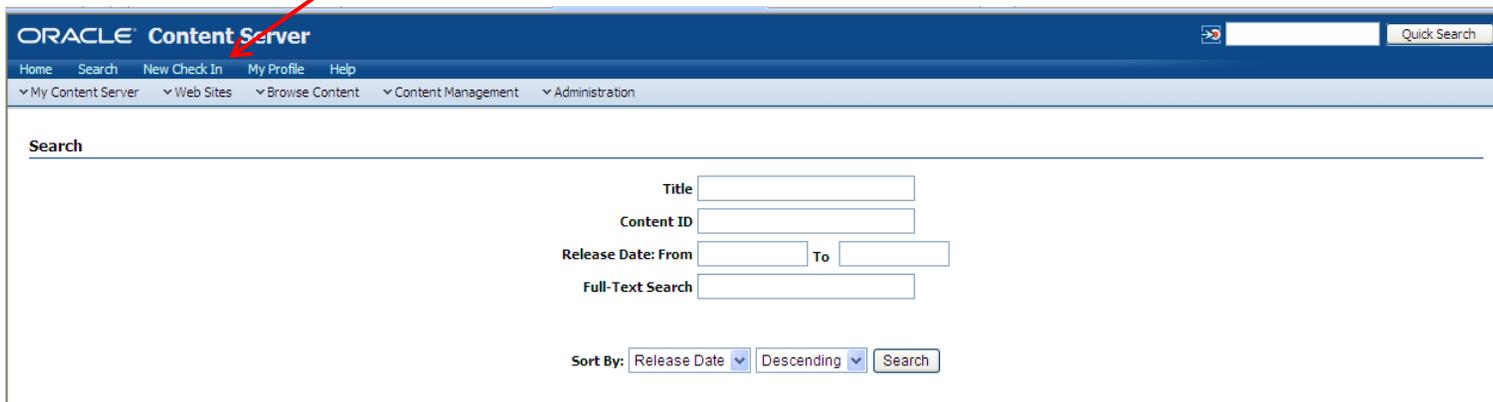
COMM: 202-555-1234  
DSN: 947-1234  
On Base: 555-XXXX  
Fire: 911  
Emergency: 911

Department	Extension
<b>Administrative Department</b>	
Administrative Officer	4545
Administrative Staff	5656
<b>Bowling Alley</b>	
Information	2222
Party Reservations	3323



## Adding a News Article – Checking in a New Document

- If there are no existing News Items in the News section, you will use the “New Check In” feature in Content Server to add a news article. When using this feature you will need to populate most of the Metadata for your News Item
- To access the “New Check In” feature , log into Content Server and select “New Check In” on the homepage

A screenshot of the Oracle Content Server search page. The page has a blue header with the Oracle Content Server logo and a search bar. Below the header is a navigation menu with links for Home, Search, New Check In, My Profile, and Help. A red arrow points from the text "New Check In" in the list above to the "New Check In" link in the navigation menu. Below the navigation menu is a search section with the following fields: Title, Content ID, Release Date: From, To, Full-Text Search, and Sort By (Release Date, Descending, Search).

ORACLE Content Server

Home Search **New Check In** My Profile Help

My Content Server Web Sites Browse Content Content Management Administration

Search

Title

Content ID

Release Date: From  To

Full-Text Search

Sort By: Release Date  Descending



## Adding a News Item – Checking in a New Document

- The Content Check In Form will load and should be populated as shown on the next slides

The screenshot shows the Oracle Content Server interface. The top navigation bar includes "ORACLE Content Server" and a "Quick Search" button. Below the navigation bar, there are several tabs: "Home", "Search", "New Check In", "My Profile", and "Help". The main content area displays the "Content Check In Form" with the following fields:

- \* Type: A dropdown menu.
- \* Title: A text input field.
- \* Author: A text input field containing "dina" and a dropdown menu also containing "dina".
- \* Security Group: A dropdown menu containing "Public".
- Account: A text input field and a dropdown menu.
- \* Primary File: A text input field and a "Browse..." button.
- Alternate File: A text input field and a "Browse..." button.
- Content ID: A text input field.
- \* Revision: A text input field containing "1".
- Comments: A text area with up and down arrows.
- Folder: A text input field and a "Browse..." button.
- MetaDescription: A text area with up and down arrows.
- Web Site Object Type: A dropdown menu.



## Checking In a News Item – News Article, Press Release, Current Event, Court Docket

*The following guidelines apply when checking in News Items (Word or PDF Files) to be used on the site*

- *Type – Choose “Document - .doc, .xls. pdf, etc.” from the drop-down menu*
- *Title – Give your news item a title*
- *Author – Will automatically be populated with your username*
- *Security Group – Select Public*
- *Account – Choose Pub/HQ for public content and CA/HQ for controlled access content*
- *Primary File - browse to select the news item from your local machine*
- *Revision – Automatically populated with the value of “1” (leave as default)*
- *Content ID – Will automatically be populated when you click “Check In”*
- *Comments and Folder - leave blank*
- *MetaDescription - leave blank*
- *Web Sites – Browse to locate and choose the website or websites you want your news item to appear on*
- *Web Site Section - Browse to locate the section of the website you want your news article to appear on – select “News and Current Info”*



## Checking In a News Item – News Article, Press Release, Current Event, Court Docket

- *Teaser – Leave Blank*
- *SectionIntroImage – Choose a thumbnail image to display with your news item (Optional – used for News Article, Press Release and Current Event only)*
- *SectionIntroText – Add a short introduction for your article – usually the first sentence or two of the article. (Not used for Court Dockets)*
- *Article type – Choose “News “*
- *Article Category - Choose “News Article”, “Press Release”, “Current Events” or “Court Docket”*
- *Location – Populate the location where the news item takes place – Example: Norfolk, VA*
- *Release Date – Will automatically be populated with today’s date, can be changed to any date*
- *Expiration Date – If you want the content to expire on a specific date, select a date value for this field*



# Adding a News Item – Checking in a New Document

The screenshot shows the Oracle Content Server interface. At the top, there's a navigation bar with "ORACLE Content Server" and a search box. Below it are menu items: Home, Search, New Check In, My Profile, and Help. A breadcrumb trail shows: My Content Server > Web Sites > Browse Content > Content Management.

The main area is titled "Content Check In Form" and contains several fields:

- \* Type: Document - .doc, .xls, .pdf, etc. (dropdown)
- \* Title: CNIC Test New Check In News Article (text input)
- Author: dachtzener (text input)
- \* Security Group: Public (dropdown)
- Account: Pub/HQ (text input)
- \* Primary File: C:\Documents and Settings\dachtzen (with Browse... button)
- Alternate File: (with Browse... button)
- Content ID: (text input)
- \* Revision: 1 (text input)
- Comments: (text area)
- Folder: (with Browse... button)
- Web Site Object Type: Native Document (dropdown)
- Web Sites: CNIC Headquarters Site (CNIC\_HQ\_Site) (with Browse... button)
- Web Site Section: CNIC Headquarters Site : Newsroom (with Browse... button)
- Teaser: how you can create a news article in the news area when there are no previous articles to use as a template (text area)
- ArticleType: News (dropdown)
- ArticleCategory: Press Releases (dropdown)
- \* Release Date: 1/29/09 4:17 PM (calendar icon)
- Expiration Date: 1/30/09 12:00 AM (calendar icon)

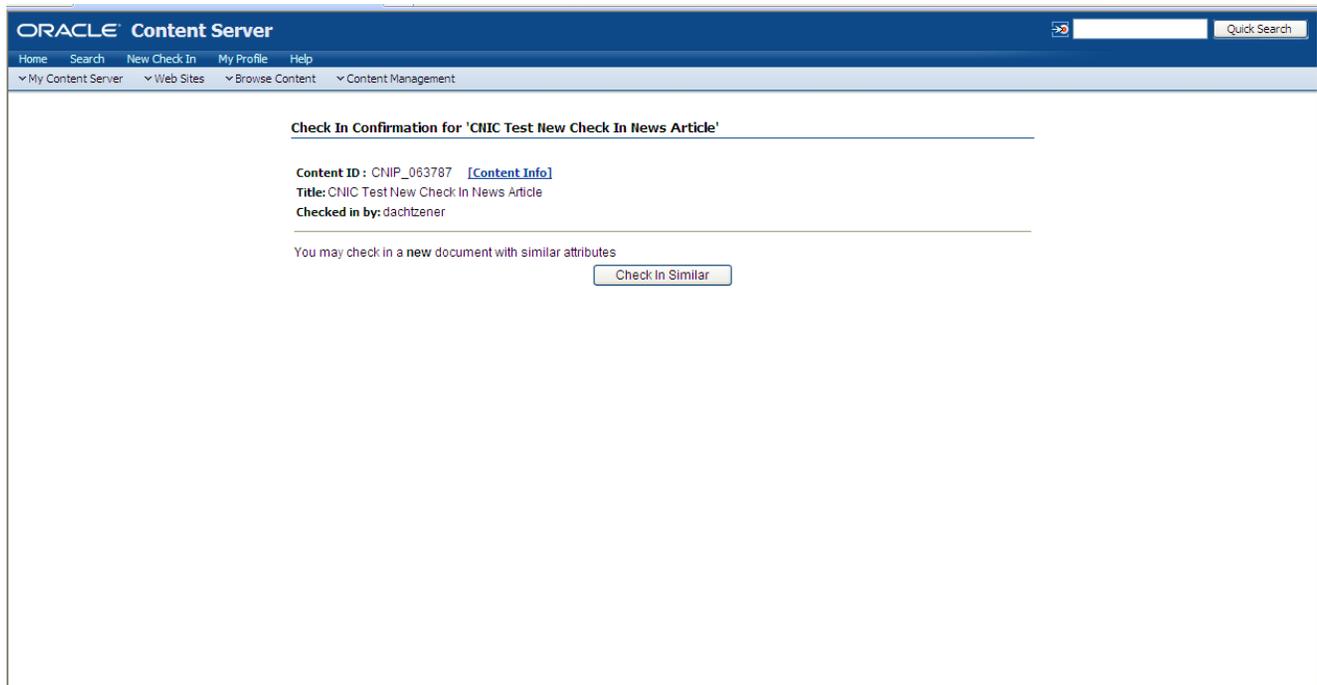
At the bottom of the form are buttons: (HTML), Check In, Reset, and Quick Help. A red arrow points to the "Check In" button.

Click on "Check In" once all necessary information has been populated



## Adding a News Article – Checking in a New Document

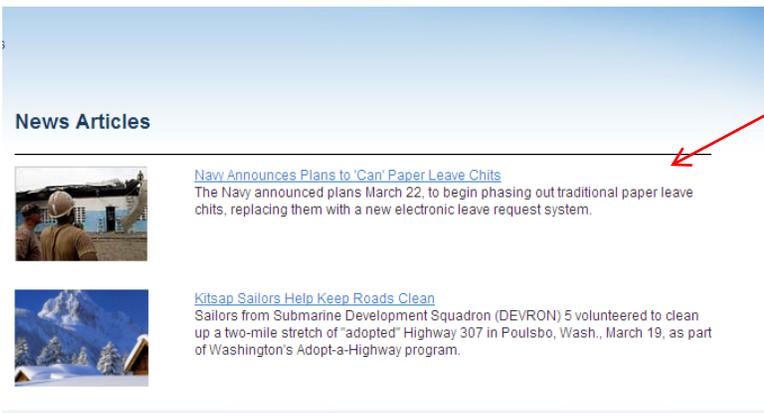
- You will then be taken to the check in confirmation page:



- If you are loading multiple files with similar document info, use “Check-in Similar” on the confirmation of check-in page*

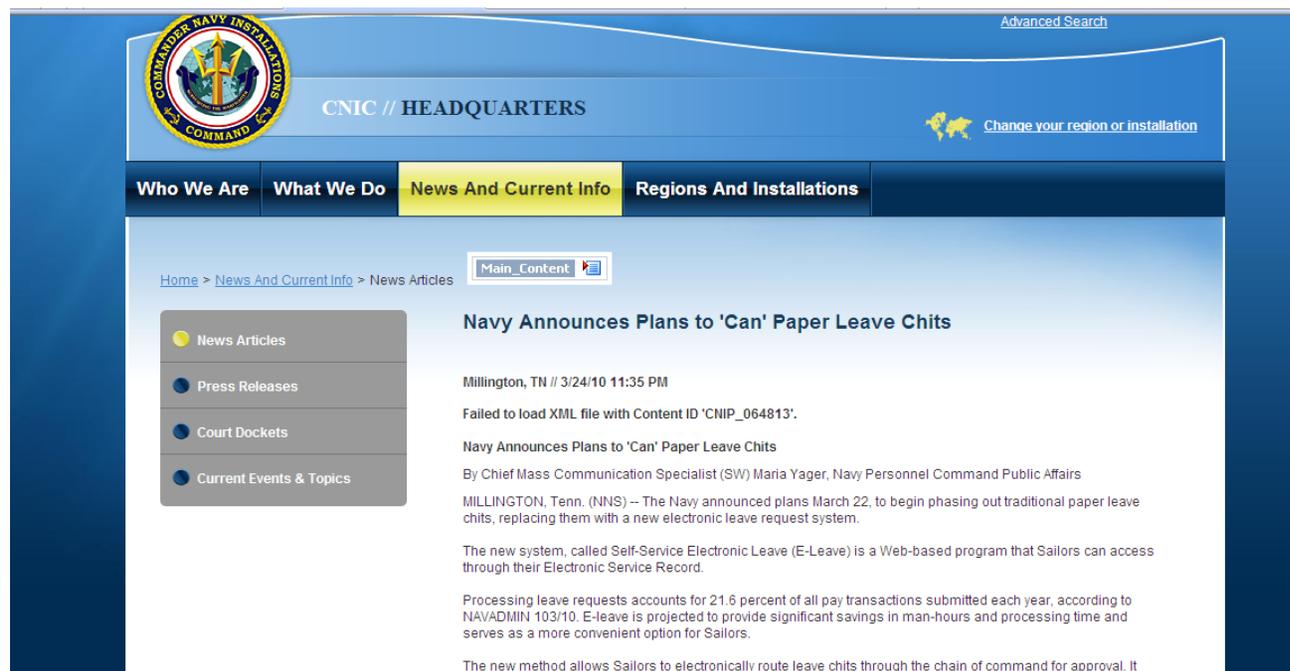


# Adding a News Article – Checking in a New Document



Once you have checked in your document, return to the News page and refresh, you will see your newly created News Article

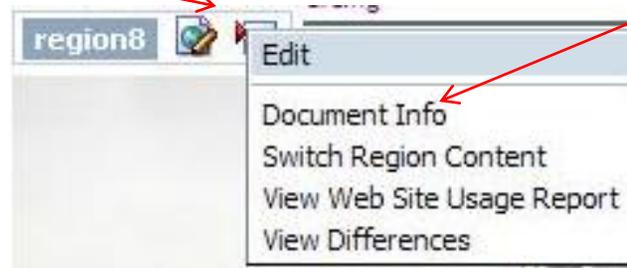
Clicking on the link for the article will take you to the full article on the Newsroom page





## Adding a News Article – Using an Existing Article as a Template

- Check in News Article Using Existing Article as a Template
  - If there is an existing News Article in the News and Current Info section, it is a good idea to use the “Check-in Similar” feature in Content Server. Using this feature will populate most of the Metadata that is needed to check in your News Article
  - To use an existing News Article as a template, click on the “News and Current Info” link on the home page, then click on the link of the news article that you would like to use as your template
  - Click on the  icon beside the region heading for the article >select “document info”





## Adding a News Article – Using an Existing Article as a Template

- The information regarding this document will pop up in a separate Content Server window
- Under Content Actions select “Check in Similar”

A screenshot of the Oracle Content Server web interface. The page title is "ORACLE Content Server". The navigation bar includes "Home", "Search", "New Check In", "My Profile", and "Help". Below the navigation bar, there are tabs for "My Content Server", "Web Sites", "Browse Content", and "Content Management". The main content area is titled "Content Information" and displays the following details:

- Content ID: CNIP\_031574
- Revision: 2
- Type: Document - .doc, .xls, .pdf, etc.
- Title: Sailors Honor Fallen Shipmates with Memorial
- Author: [dachtzener](#)
- Comments:
- Folder:
- TemplateType:
- Web Site Object Type: Native Document
- Web Sites:
- Web Site Section:
- Teaser: A memorial service in honor of two Sailors was held at the Naval Support Activity (NSA) Installation Services Support Center in the Freedom Souq aboard NSA Bahrain Oct. 29.
- ArticleType: News
- ArticleCategory: Press Releases
- Security Group: Public
- Account: Pub/HQ
- Checked Out By:
- Status: Released
- Formats: application/msword

At the bottom of the page, there is a "Links" section with the following information:

- Web Location: [http://hwusnucmcs.fe-works.com/havycni/groups/public/@pub/@hq/documents/document/cnip\\_031574.doc](http://hwusnucmcs.fe-works.com/havycni/groups/public/@pub/@hq/documents/document/cnip_031574.doc)
- Native File: [Sailors\\_Honor\\_Fallen\\_Shipmates\\_with\\_Memorialdinatst.doc](#)

On the right side of the page, there is a "Content Actions" dropdown menu with the following options: "Check Out", "Update", "Check In Similar", "Subscribe", "View Web Site Usage Report", "Check Out and Open", and "Create Shortcut". A red arrow points from the text "Under Content Actions select 'Check in Similar'" to the "Check In Similar" option in the dropdown menu.



## Adding a News Article – Using an Existing Article as a Template

- You will then be taken to the content check in form, where most of the metadata from your template will already be filled in.
- You will need to fill in the following fields:
  - *Primary File* - browse to select the news item from your local machine
  - *Web Sites* – Browse to locate and choose the website or websites you want your news item to appear on
  - *Web Site Section* - Browse to locate the section of the website you want your news article to appear on – select “News and Current Info”
  - *SectionIntroImage* – Choose a thumbnail image to display with your news item (Optional – used for News Article, Press Release and Current Event only)
  - *SectionIntroText* – Add a short introduction for your article – usually the first sentence or two of the article. (Not used for Court Dockets)
  - *Article Category* - Choose “News Article”, “Press Release”, “Current Events” or “Court Docket
  - *Location* – Populate the location where the news item takes place – Example: Norfolk, VA
  - *Release Date* – Will automatically be populated with today’s date, can be changed to any date
  - *Expiration Date* – If you want the content to expire on a specific date, select a date value for this field



# Adding a News Article – Using an Existing Article as a Template

A screenshot of the Oracle Content Server interface showing the 'Content Check In Form'. The form is populated with the following information:

- \* Type: Document - .doc, .xls, .pdf, etc.
- \* Title: CNIC Test News Article
- Author: dachtzener
- \* Security Group: Public
- Account: Pub/HQ
- \* Primary File: C:\Documents and Settings\dachtzener (with a 'Browse...' button)
- Alternate File: (with a 'Browse...' button)
- Content ID: (empty)
- \* Revision: 1
- Comments: (empty)
- Folder: (with a 'Browse...' button)
- Web Site Object Type: Native Document
- Web Sites: CNIC Headquarters Site (CNIC\_HQ\_Site) (with a 'Browse...' button)
- Web Site Section: CNIC Headquarters Site : Newsroom (with a 'Browse...' button)
- Teaser: A memorial service in honor of two Sailors was held at the Naval Support Activity (NSA) Installation Services
- ArticleType: News
- ArticleCategory: Press Releases
- \* Release Date: 1/29/09 12:52 PM
- Expiration Date: (empty)

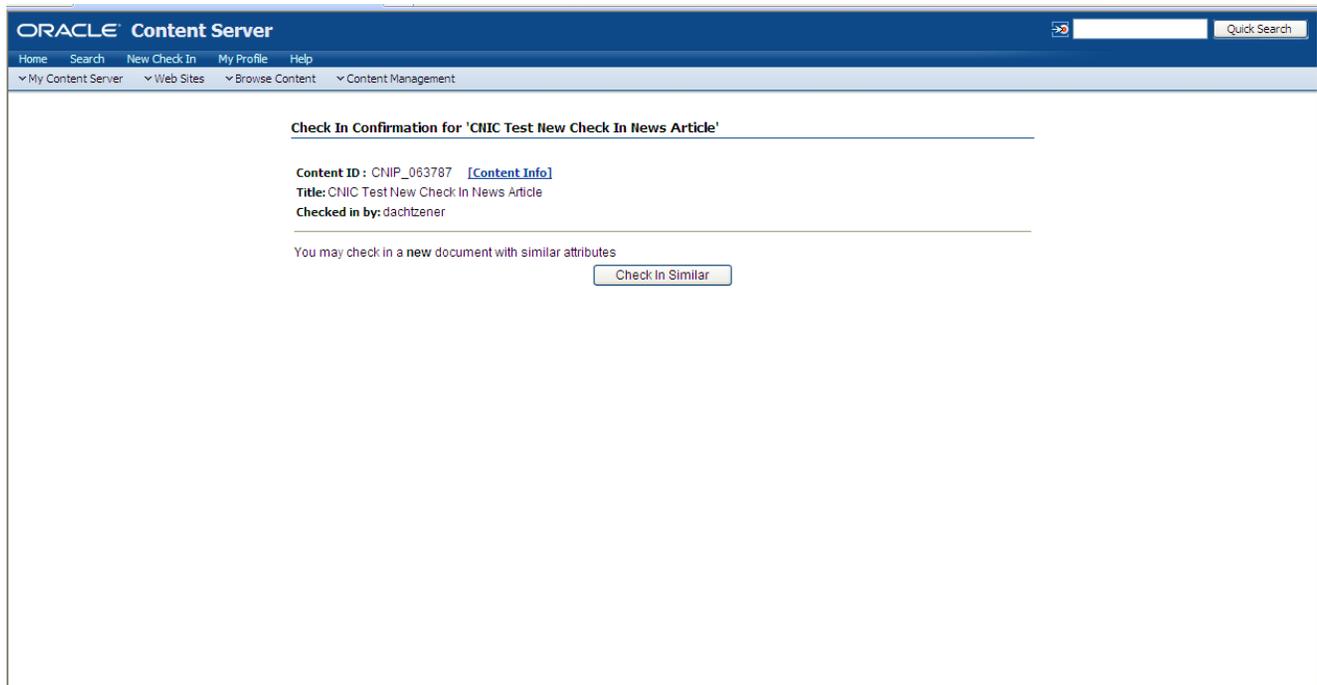
At the bottom of the form, there are four buttons: (HTML), Check In, Reset, and Quick Help. A red arrow points to the 'Check In' button.

Click on “Check In” once all necessary information has been populated



# Adding a News Article – Using an Existing Article as a Template

- You will then be taken to the check in confirmation page:



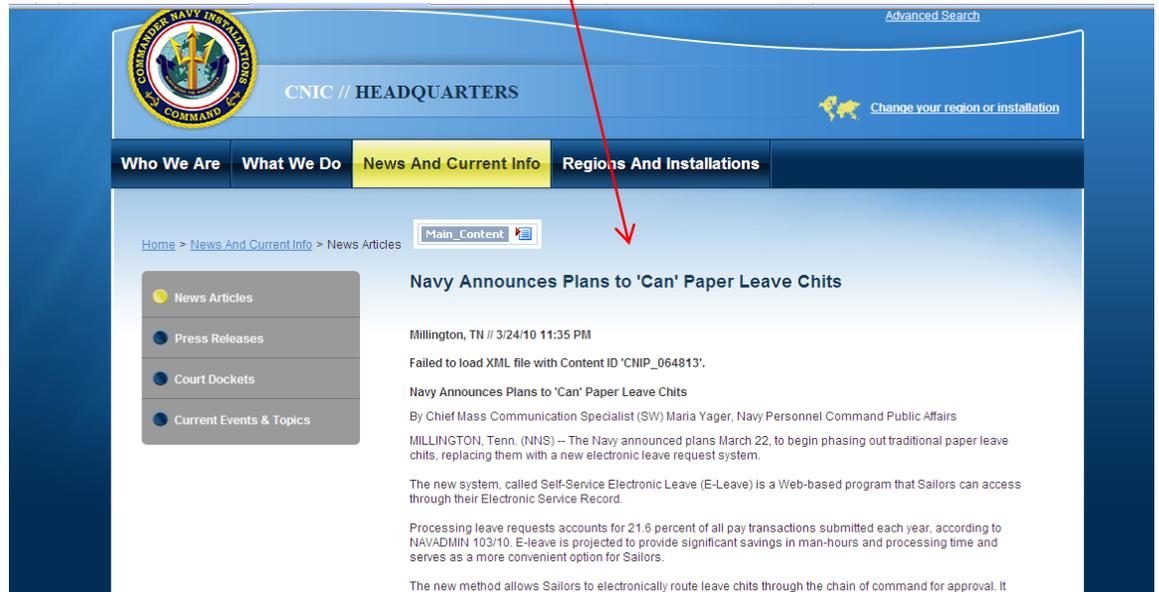
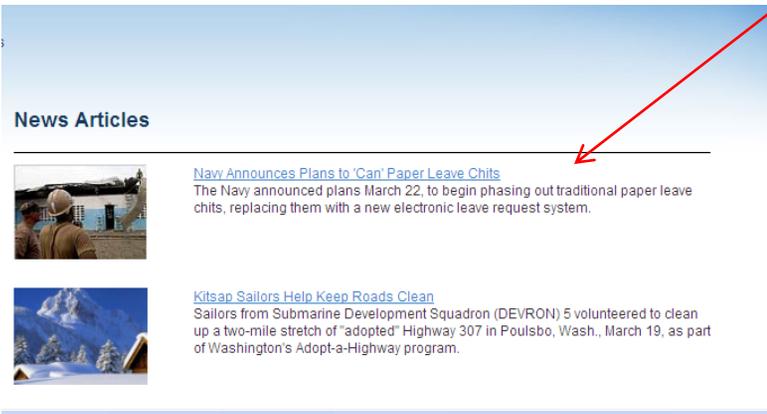
- If you are loading multiple files with similar document info, use “Check-in Similar” on the confirmation of check-in page*



# Adding a News Article – Using an Existing Article as a Template

Once you have checked in your document, return to the CNIC homepage and refresh, you will see your newly created News Article

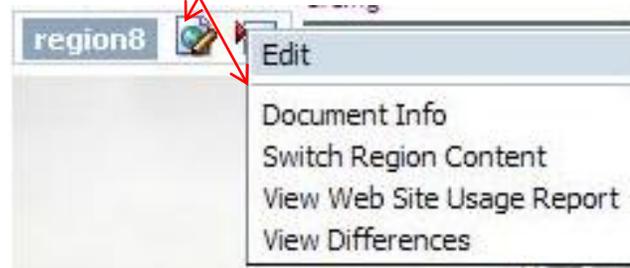
Clicking on the link for the article will take you to the full article on the News and Current Info page





## Updating an Existing News Article

- To update an existing News Articles in the News section, you will navigate to the article you would like to modify on the News and Current Info page by clicking on the link to the article.
- Once the article has opened on the page, click on the  icon beside the region heading and select “document info”





# Updating an Existing News Article

- On the Content Information page you will select “Check Out” from the Content Actions drop-down menu

A screenshot of the Oracle Content Server web interface. The page title is "Content Information". The main content area displays metadata for a document with ID "CNIP\_063787". A red arrow points from the text "Check Out" in the list to the "Content Actions" dropdown menu. The metadata includes:

Content ID: CNIP\_063787  
Revision: 5  
Type: Document - .doc, .xls, .pdf, etc.  
Title: CNIC Test New Check In News Article  
Author: [gachtzener](#)  
Comments:  
Folder:  
TemplateType:  
Web Site Object Type: Native Document  
Web Sites: [CNIC Headquarters Site \(CNIC\\_HQ\\_Site\)](#)  
Web Site Section: [CNIC Headquarters Site - Newsroom](#)  
Teaser: This is a test news article to show how you can create a news article in the news area when there are no previous articles to use as a template  
ArticleType: News  
ArticleCategory: Press Releases  
Security Group: Public  
Account: Pub:HQ  
Checked Out By:  
Status: Released  
Formats: application/msword

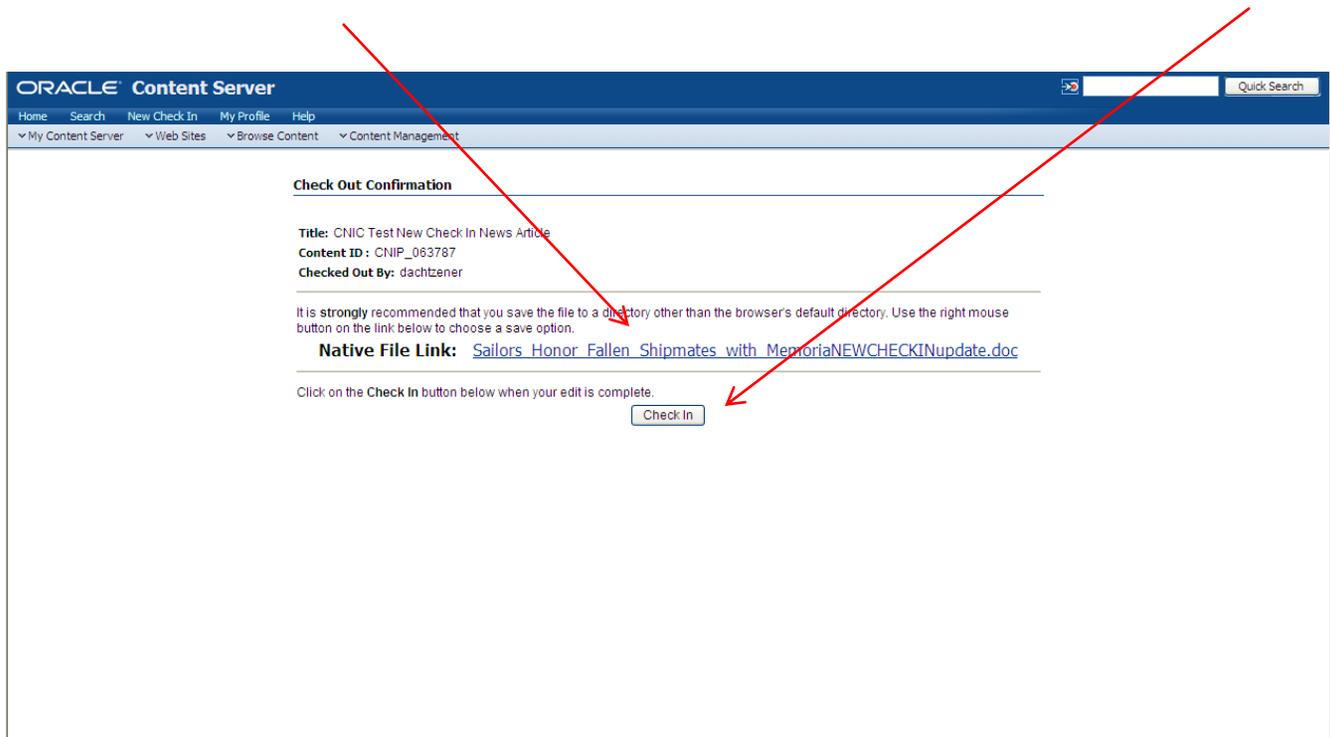
Links

Web Location: [http://wvusnuocms.fe-works.com/navvnci/groups/public/@pub/@hq/documents/document/cnip\\_063787.doc](http://wvusnuocms.fe-works.com/navvnci/groups/public/@pub/@hq/documents/document/cnip_063787.doc)  
Native File: [Sailors\\_Honor\\_Fallen\\_Shipmates\\_with\\_MemoriaNEWCHECKINupdate.doc](#)



# Updating an Existing News Article

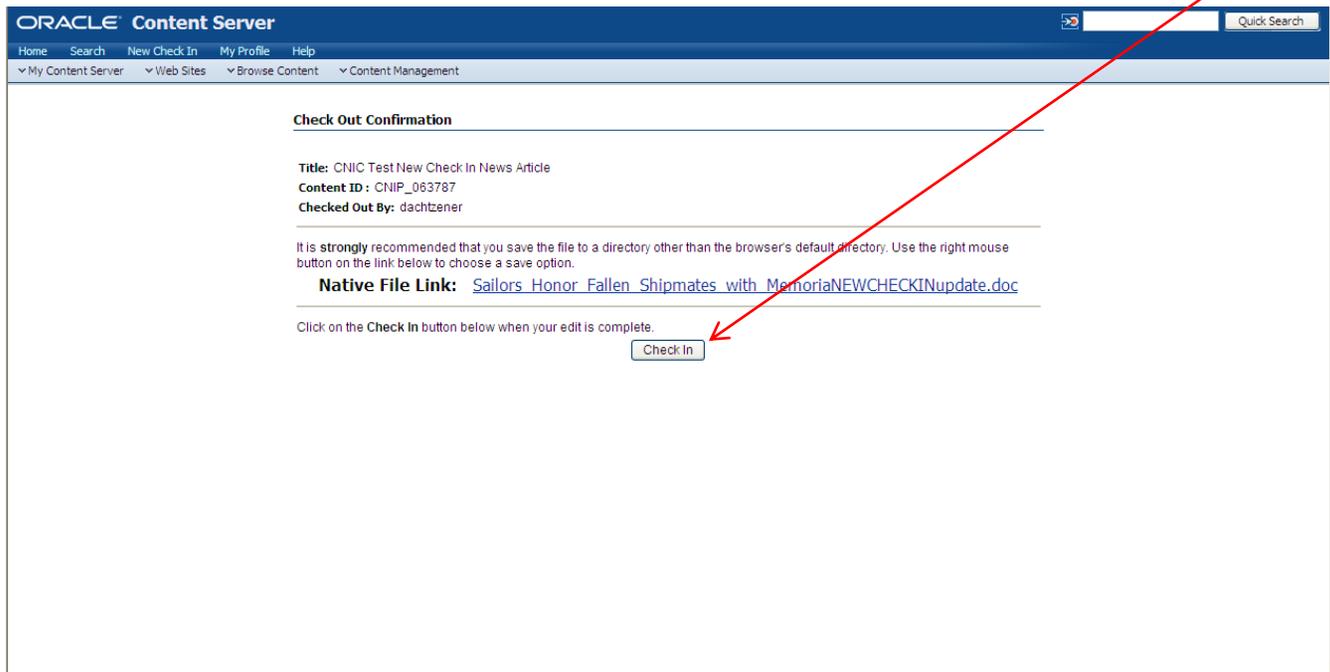
- You will then be taken to the Check Out Confirmation Page, where you can click on the document link to modify the document and check it back in





## Updating an Existing News Article

- When you click on the document link, the document will open up in Microsoft Word, where you can modify the document as desired and save it to your local machine. Once you have done that click on the “Check In” button





## Updating an Existing News Article

- You will then be taken to the Content Check In form, where you will upload the file you recently modified and placed on your local machine
- You may also update any of the Metadata fields, including Title, Section Intro Image and Text, Article Type and Expiration date, and then click “Check In” to check in the modified document.

A screenshot of the Oracle Content Server interface showing the 'Content Check In Form'. The form contains various fields for metadata and file information. A red arrow points to the 'Expiration Date' field, which is set to '1/30/09 12:00 AM'. The 'Check In' button is highlighted in blue.

ORACLE Content Server

Home Search New Check In My Profile Help

My Content Server Web Sites browse Content Content Management

**Content Check In Form**

Content ID: CNIP\_063797

\* Type: Document - .doc, .xls, .pdf, etc.

\* Title: CNIC Test New Check In News Article --UPDATED

Author: dachtzener

\* Security Group: Public

Account: Pub/HQ

Original File: Sailors\_Honor\_Fallen\_Shipmates\_with\_MemoriaNEWCHECKINupdate.doc

\* Primary File:

Alternate File:

\* Revision: 6

Comments:

Folder:

Web Site Object Type: Native Document

Web Sites: CNIC Headquarters Site (CNIC\_HQ\_Site)

Web Site Section: CNIC Headquarters Site : Newsroom

Teaser: This is an example of how you can modify an existing news article.

ArticleType: News

ArticleCategory: Press Releases

\* Release Date: 1/29/09 5:39 PM

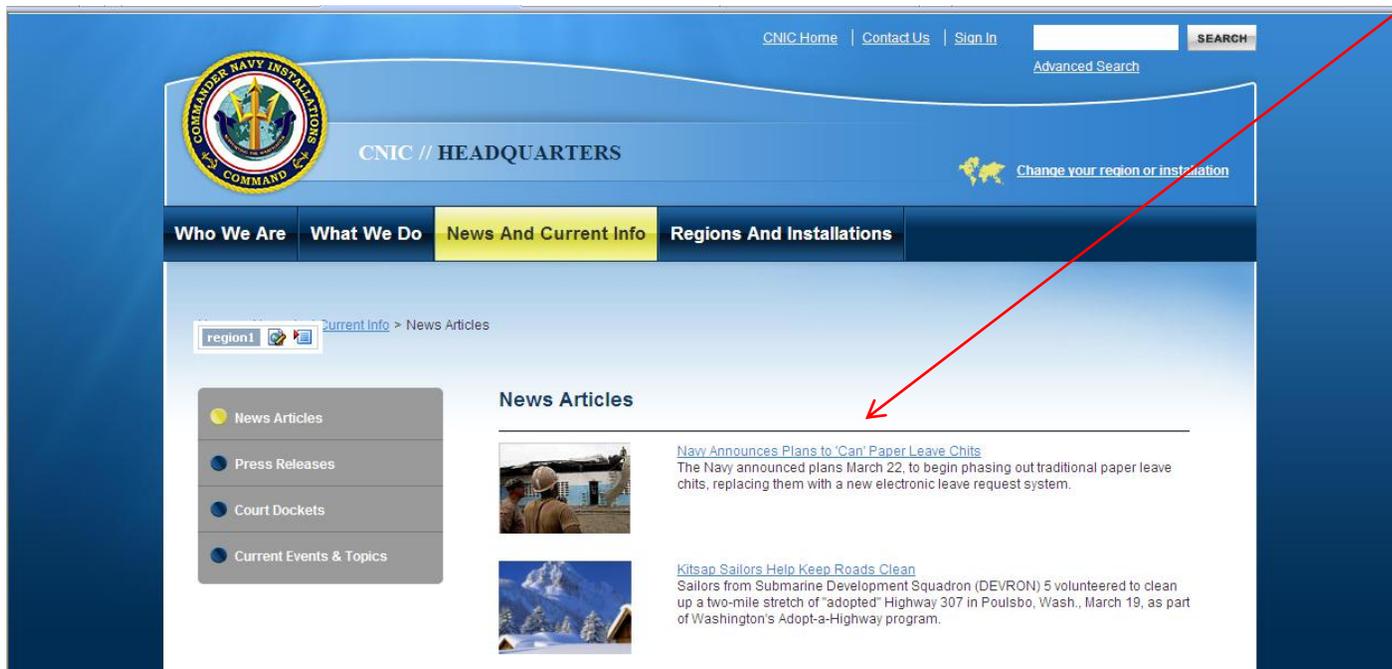
Expiration Date: 1/30/09 12:00 AM

(HTML)



# Updating an Existing News Article

- Once you have checked in your updated document, you will then be able to refresh the News and Current Info page in your browser and see that your news article has been updated





## Adding/Updating News Articles on HQ, Installation and Region Homepages

- News articles on the HQ, Regional and Installation homepages are populated using the Static List functionality
- A minimum of 1 and a maximum of 5 articles can be displayed on a homepage for a Region or Installation site – the HQ site must have a minimum of 2 and a maximum of 5 articles
- The following items will need to be populated in the static list editor for each article: Location, Date, Blurb, Image (optional), Link to full article, and Headline
- Each item in the list is edited by double clicking on the appropriate row or by clicking on the pencil icon

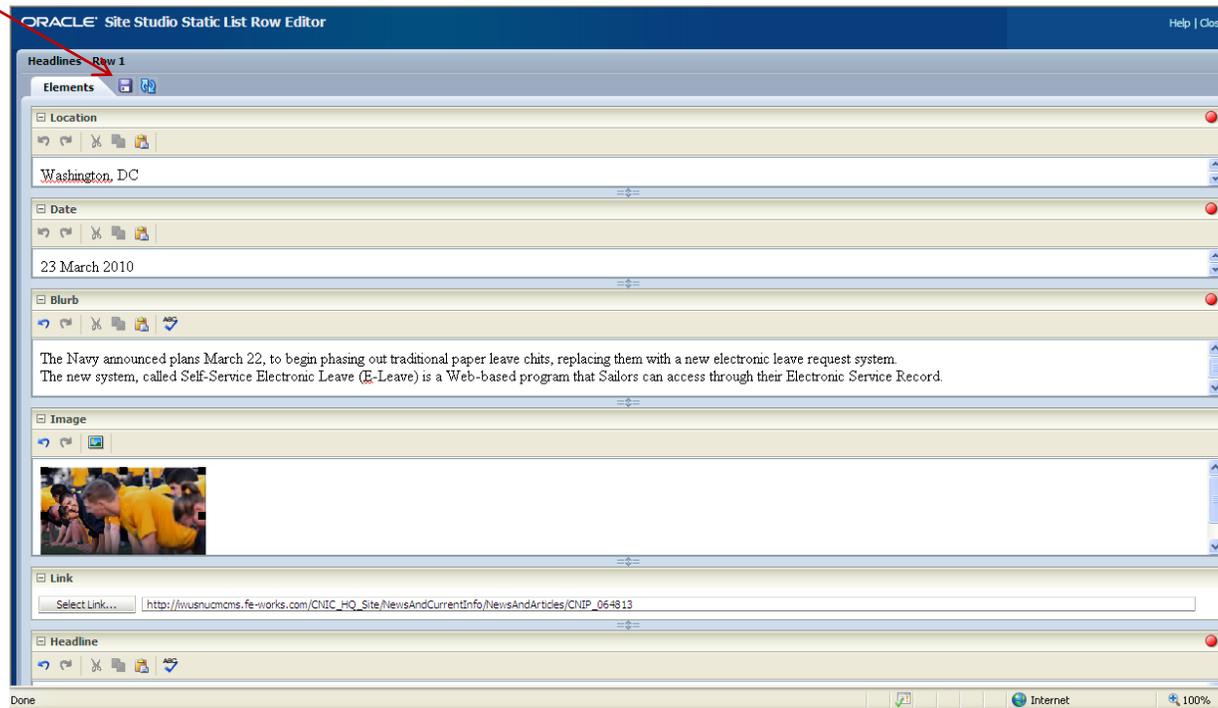
The screenshot shows the Oracle Site Studio Contributor interface. The breadcrumb trail is "Headquarters > Home : Headlines". The data file is "Data File - CNIP\_064792". The "Elements" tab is active, showing a tree view with "Headlines" expanded. Below the tree is a table with columns: Location, Date, Blurb, Image, Link, and Headline. A red arrow points to the "Headlines" element in the tree view.

Location	Date	Blurb	Image	Link	Headline
Washington, DC	23 March 2010	The Navy announced plans March 22, to begin phasing out traditional paper leave chits, replacing them with a new electronic leave request system. The new system, called Self-Service Electronic Leave (E-Leave) is a Web-based program that Sailors can access through their Electronic Service Record.		<a href="http://www.usnucms.fe-works.com/CNIC_HQ_Site/NewsAndCurrentInfo/NewsAndArticles/CNIP_064813">http://www.usnucms.fe-works.com/CNIC_HQ_Site/NewsAndCurrentInfo/NewsAndArticles/CNIP_064813</a>	Navy Announces Plans to 'Can' Paper Leave Chits



## Adding/Updating News Articles on HQ, Installation and Region Homepages

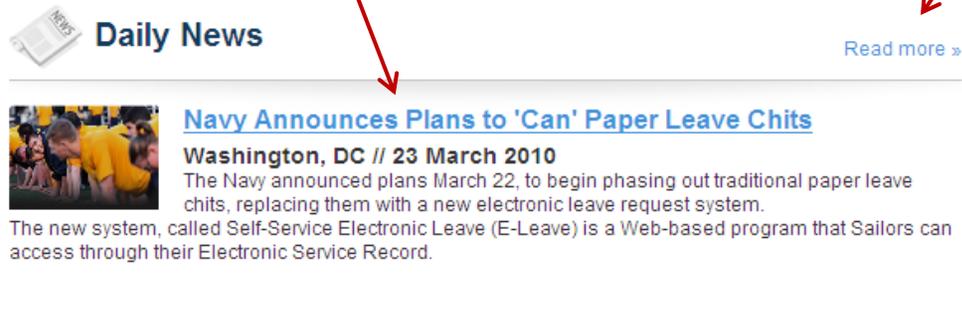
- Once you have populated all of the necessary information, click on the “Save” icon





## Adding/Updating News Articles on HQ, Installation and Region Homepages

- The newly added news item will appear in the daily news section on the designated site
- The full article can be accessed by clicking on the “Read More” link or the article title link



The screenshot shows a news article in the "Daily News" section. The article title is "Navy Announces Plans to 'Can' Paper Leave Chits". The date is "Washington, DC // 23 March 2010". The text of the article is: "The Navy announced plans March 22, to begin phasing out traditional paper leave chits, replacing them with a new electronic leave request system. The new system, called Self-Service Electronic Leave (E-Leave) is a Web-based program that Sailors can access through their Electronic Service Record." A "Read more »" link is visible to the right of the article. Two red arrows point from the text in the list above to the article title and the "Read more" link.

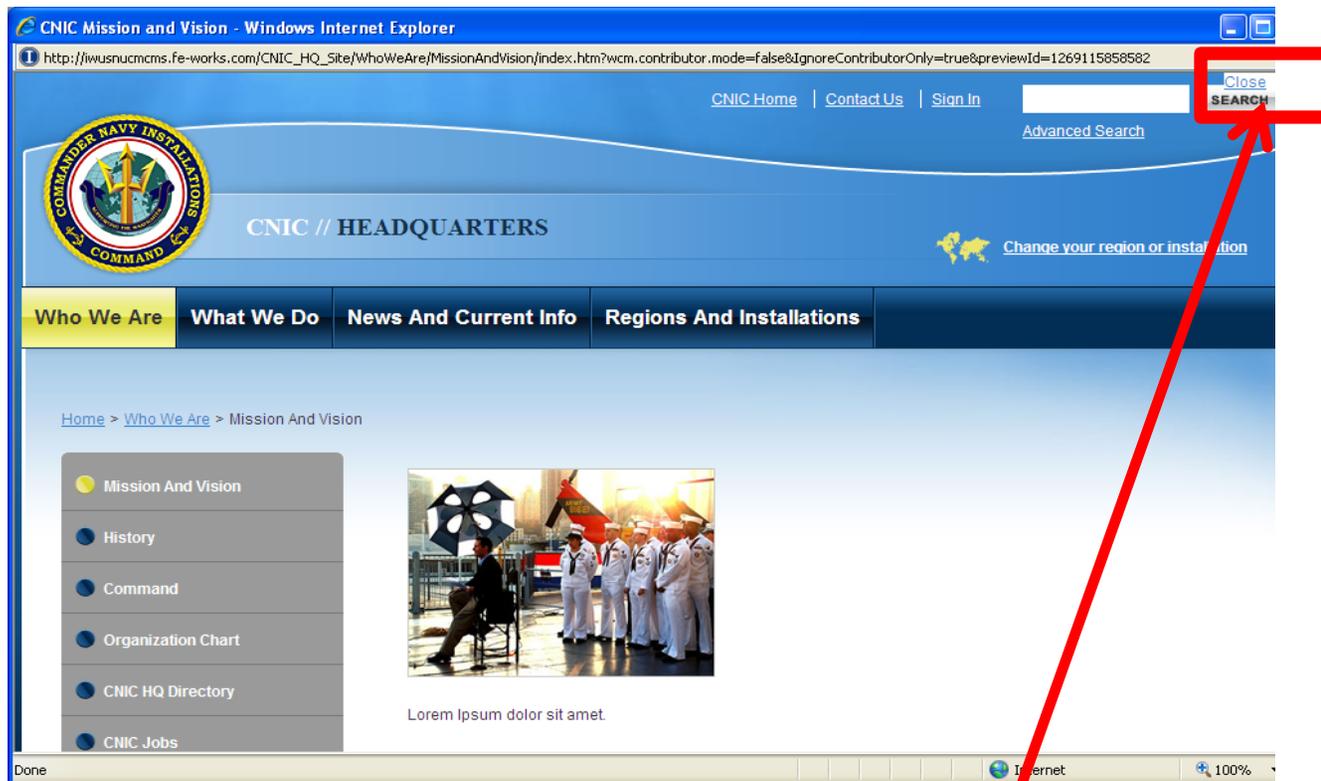
**Daily News** [Read more »](#)

**[Navy Announces Plans to 'Can' Paper Leave Chits](#)**  
**Washington, DC // 23 March 2010**  
The Navy announced plans March 22, to begin phasing out traditional paper leave chits, replacing them with a new electronic leave request system.  
The new system, called Self-Service Electronic Leave (E-Leave) is a Web-based program that Sailors can access through their Electronic Service Record.



## Preview and Update

- Use the Preview button to see your new or edited content in context of the page before any updates are saved

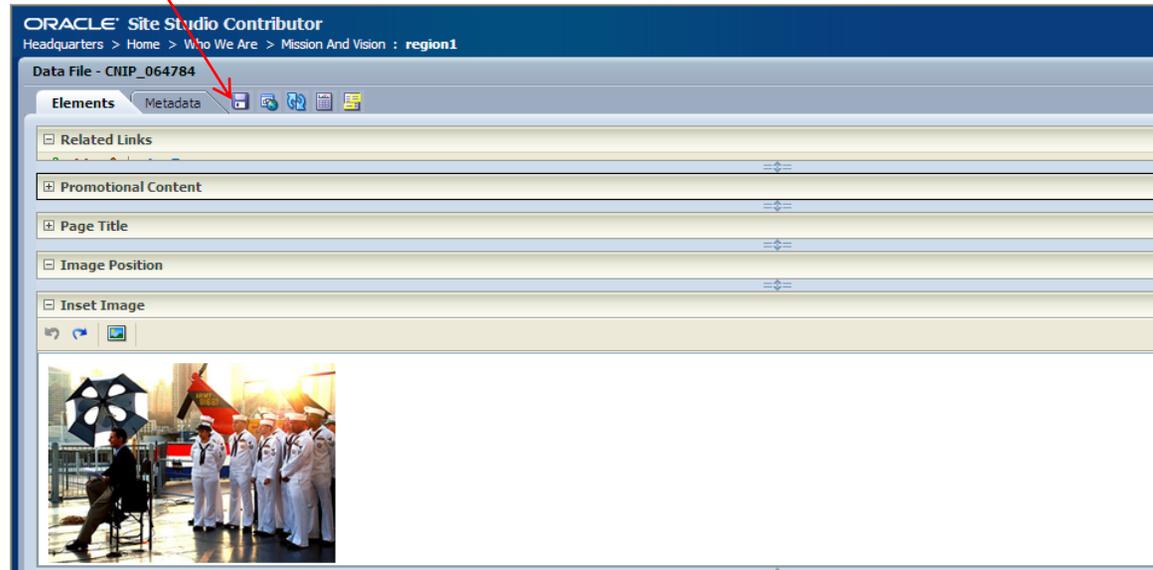


- When you are satisfied with the preview results, hit “close” in the upper right hand corner of the preview screen. The preview screen will close.



## Preview and Update

- When the preview screen closes, you should be back at the contributor form.
- Click the update/save icon to save the changes that you just previewed.





## Content Information

Content Information, Setting Content to Expire and Versions of Content



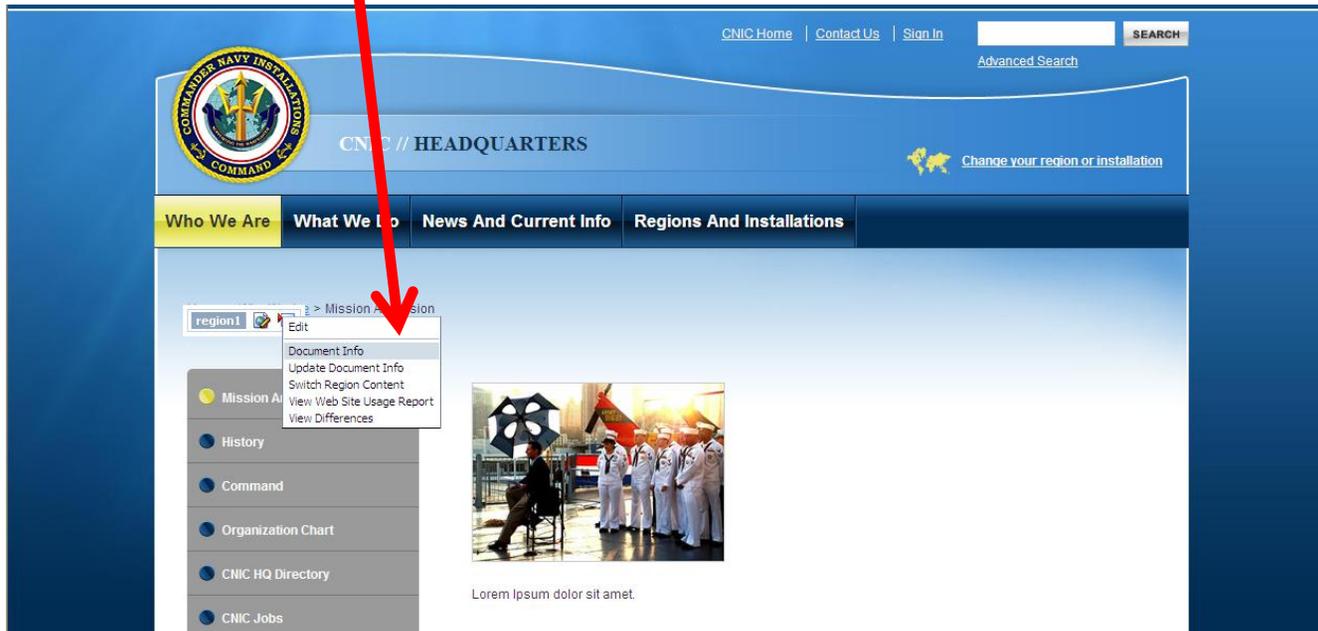
## Content Information

- All content on the website has information associated with it
- This information facilitates effective searching
- This information also helps to drive how content is displayed
- When you hear people use the term “metadata”, the content information is what they are talking about
- You will find more information about how to utilize content information in the metadata section



# Content Information

- In contribution mode, click on the contribution graphic menu
- Select Document Info





## Update Content Info

- Review the Content Information Form for the updated content.
- Verify the information.
- Select Update on the Content Actions Menu.

A screenshot of the Oracle Content Server web interface. The page title is "ORACLE Content Server". The navigation menu includes "Home", "Search", "New Check In", "My Profile", and "Help". Below the navigation menu are dropdown menus for "My Content Server", "Web Sites", "Browse Content", "Content Management", and "Administration". The main content area is titled "Content Information" and displays the following details:

- Content ID:** COMMUNITY\_SUPPORT\_MAIN
- Revision:** 7
- Type:** Webcontent - Html, Datafiles
- Title:** Community Support (Main) Contributor Data File
- Author:** sysadmin
- Comments:**
- Folder:**
- Hidden:** FALSE
- Read Only:** FALSE
- Inhibit Propagation:** FALSE
- Trash Deleter:**
- Trash Delete Date:**
- Trash Delete Location:**
- Trash Delete Old Name:**
- Force Folder Security:** FALSE
- TemplateType:**
- Web Site Object Type:** Data File
- Web Sites:** [CNIC Headquarters Site \(CNIC HQ Site\)](#)
- Exclude From Lists:**

On the right side of the content area, there are two dropdown menus: "Content Actions" and "E-mail". The "Content Actions" menu is open, showing the following options: "Check Out", "Update", "Check In Similar", "Subscribe", "View Web Site Usage Report", and "Create Shortcut". A red arrow points from the "Update" option in the menu to the "Content ID" field.



## Update Content Info

- Make appropriate updates to your content information.
- Click “Submit Update”.

The screenshot shows the Oracle Content Server interface. The page title is "Info Update Form for 'Community Support (Main) Contributor Data File'". The form contains the following fields and values:

Content ID	COMMUNITY_SUPPORT_MAIN
* Type	Webcontent - Html, Datafiles
* Title	Community Support (Main) Contributor Data File
* Author	sysadmin
* Security Group	Public
Account	
* Revision	7
Comments	
Folder	Browse...
Hidden	FALSE
Read Only	FALSE
Inhibit Propagation	FALSE
Trash Delete Old Name	
Force Folder Security	FALSE
TemplateType	
Web Site Object Type	Data File
Web Sites	CNIC Headquarters Site (CNIC_HQ_Site) Browse...
Exclude From Lists	Browse...
Web Site Section	CNIC Headquarters Site : Community Support Browse...
Teaser	
ArticleType	
ArticleCategory	
Release Date	8/1/08 4:15 PM
Expiration Date	

At the bottom of the form, there are three buttons: "Submit Update", "Reset", and "Quick Help". A red arrow points from the text "Click 'Submit Update'" in the list above to the "Submit Update" button.



## Content Info - Release Date

- It is possible to set up the content information so that your content will not publish until a date set out in the future
- Go to the content information and on the content actions menu select “check out”
- On the content information form, set the release date to the date you would like it to publish and hit “check in” the content will not go to production until that date

### Content Information

**Content ID:** DAMNECK\_20061202184259  
**Revision:** 8  
**Type:** Webcontent - Html, Datafiles  
**Title:** Dam Neck Fighters  
**Author:** sysadmin  
**Comments:** This is region content for the Site Studio Web Site Section 'Fighters'  
**Folder:**  
**Hidden:** FALSE  
**Read Only:** FALSE  
**Inhibit Propagation:** FALSE

- Content Actions
- E-mail
- Check Out
- Update
- Check In Similar
- Subscribe
- View Web Site Usage Report
- Create Shortcut

### that date

Web Sites

Exclude From Lists

Web Site Section

Teaser

ArticleType

ArticleCategory

\* Release Date

Expiration Date



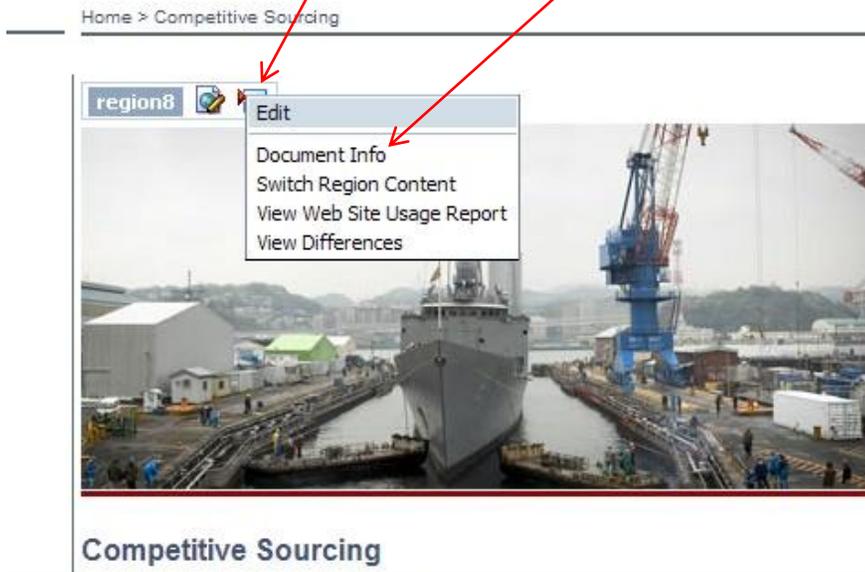
## Deleting Content vs. Setting Content to Expire

- Deleting content is not recommended
- Once content is deleted there is no way to get it back
- Expired content does not show up on the website but remains in the system for reference, to edit or to be used again if desired
- Utilizing the expired content function is the recommended approach for managing your outdated content
- We will review the steps to set content to expire in the next few slides



# Setting content to Expire

- Navigate to the content you would like to expire and hit control – shift – F5
- Click on the menu icon and select “Document Info”



Web Site Object Type: Data File

Web Sites: CNIC Headquarters Site (CNIC\_HQ\_Site) [Browse...]

Exclude From Lists: [Browse...]

Web Site Section: CNIC Headquarters Site : Community Support [Browse...]

Teaser: [Text Area]

ArticleType: [Dropdown]

ArticleCategory: [Dropdown]

Release Date: 8/1/08 4:15 PM

Expiration Date: 8/1/2008 [Calendar Icon]

[Submit Update] [Reset] [Quick Help]

- When you get to the Content Information screen, select “Content Actions”
- Select “Update”
- Go to the bottom of the Content Information screen and select the date you would like your content to expire
- Click “Submit Update”



## Restoring Content to Old Versions

- It is possible to restore an older version of content if needed
- Go to Content Information screen for the selected content
- To restore an older version of content, delete the versions ahead of the version you would like to restore
- However, it is very important to remember that once you delete versions of content they are gone forever and CAN NOT be recovered
- Support Center is available to help you if you need to restore to an older version of content

### Links

**Web Location:** [http://iwusnucmcs.fe-works.com/navycni/groups/public/@pub/@mida/@damneck/documents/webcontent/damneck\\_20061202183418.xml](http://iwusnucmcs.fe-works.com/navycni/groups/public/@pub/@mida/@damneck/documents/webcontent/damneck_20061202183418.xml)

**Native File:** [damneck\\_20061202183418.xml](#)

Revision	Release Date	Expiration Date	Status	Actions
[ 13 ]	8/15/08 4:46 PM	None	Released	<a href="#">Delete</a>
<a href="#">12</a>	8/15/08 3:21 PM	None	Released	<a href="#">Delete</a>
<a href="#">11</a>	7/28/08 7:58 AM	None	Released	<a href="#">Delete</a>
<a href="#">10</a>	2/13/08 9:38 AM	None	Released	<a href="#">Delete</a>



## Metadata



***Commander, Navy Installations Command... Supporting **Command** to the Warfighter***



## Content Information – Metadata Overview

- Metadata is additional information about the content and files that help the site display it, help people find it and manage the content lifecycle
  - All files have metadata including images, documents and web pages
- Accurate Content Metadata is critical to the successful presentation and discovery of the content item
- When content is created or edited, the content information form is presented for creation, review or update
- Content Metadata is used in many ways, some examples:
  - Control what site will display the content
  - Control where it will appear on a site
  - Control the presentation style of the resulting page
  - Optimize search with Keywords and Descriptions
  - Classify News Articles, Press Releases, Current Events



## Content Information – Metadata for Initial Assignment of Region Content

The following metadata guidelines apply **ONLY** when performing the initial assignment of region content or making updates to the metadata for the region content

- Type – defaults to “Webcontent – HTML, Datafiles” (leave as default)
- Title – Enter a meaningful title for the content – see next page for guidelines
- Author – Will automatically be populated with your username
- Security Group – Select Public
- Account – Choose Pub/HQ for public content and CA/HQ for controlled access content
- Primary File - defaults to “default.xml” (leave as default)
- Revision – Automatically populated with the value of “1” (leave as default)
- Content ID – Will automatically be populated when you click “Check In”
- Comments and Folder - leave blank
- MetaDescription - Enter a brief description to be used for the content on the page – see next page for detail
- Web Sites – Choose “Headquarters (CNIC\_HQ\_Site)”
- Web Site Section – Choose the section of the website you want the content to be populated under; This will automatically populate based on the section of the site you were just on
- SectionIntroImage – leave blank (used only for certain landing pages)
- SectionIntroText – leave blank (used only for certain landing pages)
- Teaser, Article type, Article Category - if checking in an article, choose the appropriate type (news article, press release, current event or court docket)
- Location – leave blank (note – this field will not show up in Auth in the future)
- Release Date – Will automatically be populated with today’s date
- Expiration Date – If you want the content to expire on a specific date, select a date value for this field



# Metadata - Guidelines for Title and MetaDescription

## Titles

- On the initial assignment of region content
  - The Title field is used for the HTML Title tag to be shown in the browser
  - Title tags are a significant factor in Search Engine Optimization (SEO)
    - Search engines such as Google use title tags to determine search rankings
  - The Title field is also used by internal site search to return search results
  - A good title will :
    - Be unique
    - Be descriptive but not too long
    - Contain relevant keywords
    - Generally be similar to the Page Title, but with more specificity about installation, region, etc., if needed

Not very Good	Good	Why?
Mission and Vision	CNIC Mission and Vision	“Mission and Vision” could apply to any website
Golf	Golf– NAS Norfolk	Specific to the installation -Golf is too general



# Metadata - Guidelines for Title and MetaDescription

## Metadescription

- On the initial assignment of region content
  - The metadescription is frequently returned in the results generated by search engines
  - The metadescription should be a brief description of the contents of the page

For purposes of initial migration, recommend copying some basic text from the main content area of the site

Do the best you can for migration - Content reviewers/approvers will be instructed to review and update titles and metadescriptions while approving content.



## Contributing Content with Content Server





# Content Server Interface Login

- Log Into Content Server by accessing [auth.cnic.navy.mil/navycni](http://auth.cnic.navy.mil/navycni) and clicking the Login Button
  - Enter your ID and Password when prompted

**ORACLE** Welcome to Content Server

---

**FULL ACCESS**

Log in to use the content server with your full access privileges

 [Login](#)

**GUEST ACCESS**

Use the navigation items below to access public content only.

 [Home](#)

 [Library](#)

 [Search](#)

[\[ Login \]](#) [\[ Home \]](#) [\[ Library \]](#) [\[ Search \]](#)

**Connect to iwusnuc...** ? X



The server iwusnucmcms.fe-works.com at Idc Security /navycni/idcplg requires a username and password.

Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection).

User name:

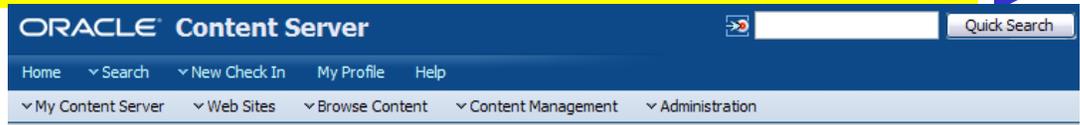
Password:

Remember my password



# Content Server Interface User Profile

- On the first visit, Click on the “My Profile” link in the Top menu on the page
- User Profile
  - Update your Password
  - Verify Email Address
  - Verify Language Preference
- Personalization Settings
  - Choose Email Format
  - Choose Layout
    - Top Menus layout is recommended
  - Accept the other default options for now
- Click Update

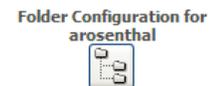
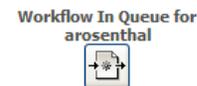


## User Profile

User Name:	arosenthal
Roles:	Content_rwd,Records_rwd,admin,contributor
Accounts:	#all,#none,Corp
Full Name:	<input type="text" value="Amy Rosenthal"/>
Password:	<input type="password" value="••••"/>
Confirm Password:	<input type="password" value="••••"/>
E-mail Address:	<input type="text" value="arosenthal@ironworks.com"/>
User Type:	<input type="text"/>
User Locale:	<input type="text" value="English-US"/>

## User Personalization Settings

Email Format:	<input type="text" value="text"/>
Layout:	<input type="text" value="Top Menus"/>
Skin:	<input type="text" value="Oracle"/>
Search Template:	<input type="text" value="Classic View"/>
Search Form Type:	<input type="text" value="Expanded"/>
Default Sort Field:	<input type="text" value="Release Date"/>
Default Sort Order:	<input type="text" value="Descending"/>
Default Result Count:	<input type="text" value="20"/>





# Oracle Content Server Interface

- Most changes will be performed while browsing the site in a contribution environment
- For new content items like images or native documents, the Content Server interface will be used

The screenshot shows the Oracle Content Server interface. At the top, there is a navigation bar with the text "ORACLE Content Server" and a "Quick Search" button. Below this is a menu with options: Home, Search, New Check In, My Profile, and Help. Underneath the menu are several dropdown menus: My Content Server, Web Sites, Browse Content, Content Management, and Administration. The main content area is titled "Search" and contains several search fields: Title, Content ID, Release Date (From and To), and Full-Text Search. At the bottom of the search area, there is a "Sort By" section with dropdown menus for "Release Date" and "Descending", and a "Search" button. Red arrows point from text annotations to the "New Check In" menu item, the "Quick Search" button, and the "Search" button.

**New Check In to add new files like images or native documents**

**Quick Search**

**Basic Search**



## Checking In Native Documents





## Loading Content Using Content Server

- Native documents may be used as content on the CNIC website
- The native documents themselves must be loaded onto the content server before use
- The next few slides will show you how to upload native documents and images onto the content server

**Note:** You do not need to use the content server to edit native documents. You may edit native documents in contribution mode on the site server by navigating to the page and pressing control/shift/F5. The native document will launch and you will be able to edit directly to the document.



## Checking In Content – Images, Videos, Native Docs, etc.

### 1. Prepare

- Documents such as Word, Excel, etc.
  - Create document
  - Save to your local computer
- Images for use in content or other files such as .jpg
  - Create or acquire an image file
  - Save to your local computer or file share
- Videos and Closed Caption Files

### 2. Upload

- Log Into Content Server by accessing [auth.cnic.navy.mil/navycni](http://auth.cnic.navy.mil/navycni) and clicking the Login Button
- Enter your ID and Password when prompted
- You will be taken to the Content Server Homepage, Select “New Check –In”



## Checking In Content – Images, Videos, Native Docs, etc.

*The following guidelines apply when checking in items such as images, videos, native documents (Word or PDF docs) to be used on the site*

- *Type – choose the appropriate type (CDN for video; document; image)*
- *Title – Enter a meaningful title for the content – see next page for guidelines*
- *Author – Will automatically be populated with your username*
- *Security Group – Select Public*
- *Account – Choose Pub/HQ for public content and CA/HQ for controlled access content*
- *Primary File - browse to select the file*
- *Revision – Automatically populated with the value of “1” (leave as default)*
- *Content ID – Will automatically be populated when you click “Check In”*
- *Comments and Folder - leave blank*
- *MetaDescription - leave blank*
- *Web Sites – Choose “Headquarters (CNIC\_HQ\_Site)”*
- *Web Site Section – leave blank*
- *SectionIntroImage – leave blank (used only for certain landing pages)*
- *SectionIntroText – leave blank (used only for certain landing pages)*
- *Teaser, Article type, Article Category - to be used later for news articles*
- *Location – leave blank (note – this field will not show up in Auth in the future)*
- *Release Date – Will automatically be populated with today’s date*
- *Expiration Date – If you want the content to expire on a specific date, select a date value for this field*



# Loading Content Using Content Server

- Once all necessary information has been populated on the form, click on "Check In"

A screenshot of the Oracle Content Server interface. The page title is "ORACLE Content Server". The navigation menu includes "Home", "Search", "New Check In", "My Profile", and "Help". Below the navigation menu are links for "My Content Server", "Web Sites", "Browse Content", and "Content Management". The main content area is titled "Content Check In Form" and contains various input fields and buttons. The fields include: \* Type (dropdown menu set to "Document - .doc, .xls, .pdf, etc."), \* Title (text box with "Sample Word Document"), Author (text box with "dachtzener"), \* Security Group (dropdown menu set to "Public"), Account (text box with "Pub/HQ" and a dropdown menu), \* Primary File (text box with "C:\Documents and Settings\dachtzener" and a "Browse..." button), Alternate File (text box with a "Browse..." button), Content ID (text box), \* Revision (text box with "1"), Comments (text area), Folder (text box with a "Browse..." button), Web Site Object Type (dropdown menu), Web Sites (text box with a "Browse..." button), Web Site Section (text box with a "Browse..." button), Teaser (text area), Article Type (dropdown menu), Article Category (dropdown menu), \* Release Date (text box with "2/3/09 1:44 PM" and a calendar icon), and Expiration Date (text box with a calendar icon). At the bottom of the form are buttons for "(HTML)", "Check In", "Reset", and "Quick Help". A red arrow points from the text "Click on 'Check In'" to the "Check In" button.



## Images or Documents for Use in Content

- Prepare Images and Documents Locally
- Upload to Content Server
  - Navigate to the Oracle Content Server Interface; Login
  - New Check in Menu
    - Select New Check in from the Menu
    - Fill in the Check in Content Information Form
      - Navigate to the local image or document using the browse button for the Primary File field
      - Populate the rest of the metadata as appropriate for the image or document
      - Click Check in at the bottom of the form
  - If you have multiple Images or Documents to check in that are similar you can use the Check in Similar button that is available right after you check in a document or image
    - Click on the Check in Similar Button on the Check-In Confirmation screen
      - Modify the Metadata to fit your document or image
      - Navigate to the local image or document in the Primary File field
      - Click Check in at the bottom of the form



## Searching in Content Server



## Search for Content in the Content Server

- There are multiple ways to approach finding content on the content server
  - Quick Search
  - Default Search
  - Advanced Search
  - Search Results



## Quick Search and Default Search

- From the Content Server home page, the Quick and Default Searches are available

The screenshot shows the Oracle Content Server interface. At the top, there is a navigation bar with "ORACLE Content Server" and a "Quick Search" button. Below this is a menu with options like "Home", "Search", "New Check In", "My Profile", and "Help". The main search area is titled "Search" and contains several input fields: "Title", "Content ID", "Release Date: From" and "To", and "Full-Text Search". At the bottom, there are "Sort By" dropdowns for "Release Date" and "Descending", and a "Search" button. Brackets on the right side of the image group the "Quick Search" button and the "Quick Keyword Search" label, and the search form fields and the "Default Search" label.

Quick Keyword Search

Default Search



# Advanced Search

- Click on the Search menu
  - This search option expands all metadata fields and full text search functions

The screenshot shows the Oracle Content Server search interface. At the top, there is a navigation bar with "ORACLE Content Server" and a "Quick Search" button. Below this is a menu with "Home", "Search", "New Check In", "My Profile", and "Help". A red arrow points to the "Search" menu item. Below the navigation bar is a secondary menu with "My Content Server", "Web Sites", "Browse Content", "Content Management", and "Administration". The main content area is titled "Search: Expanded Form" and includes a search input field, a "Search Forms" dropdown, and "Search", "Reset", and "Save" buttons. Below this is the "Full-Text Search" section with an "Enter search terms" input field. The "Metadata Search" section includes fields for "Content ID", "Title", "Type", "Security Group", "Account", "Author", and "Release Date", each with a dropdown menu and an input field. A "From" and "To" date range selector is also present.

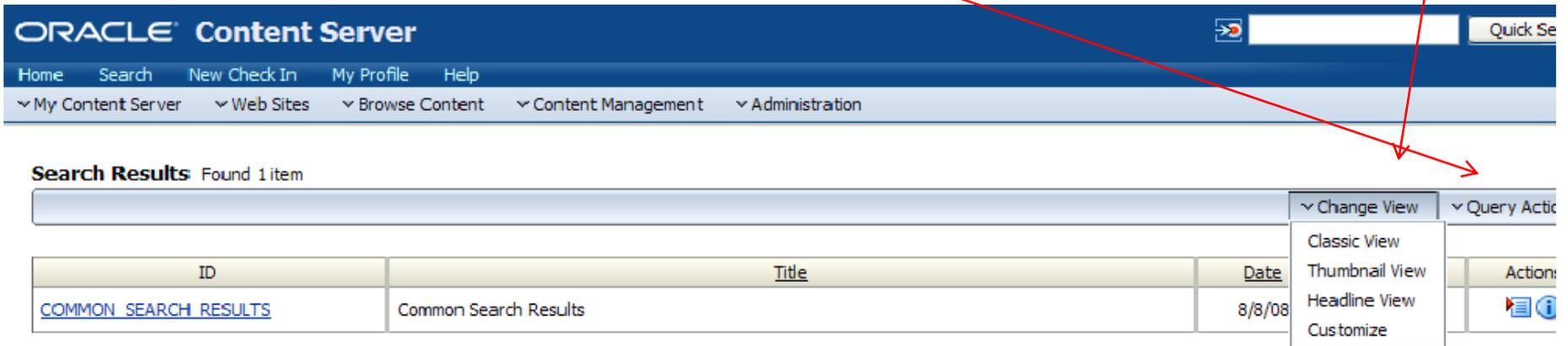
Full Text Search

Metadata Search



# Search Results

- Search Results view options
  - Experiment with the Change View menu options to set your default view
- Query Actions Menu
  - Search within Results
  - Save Query



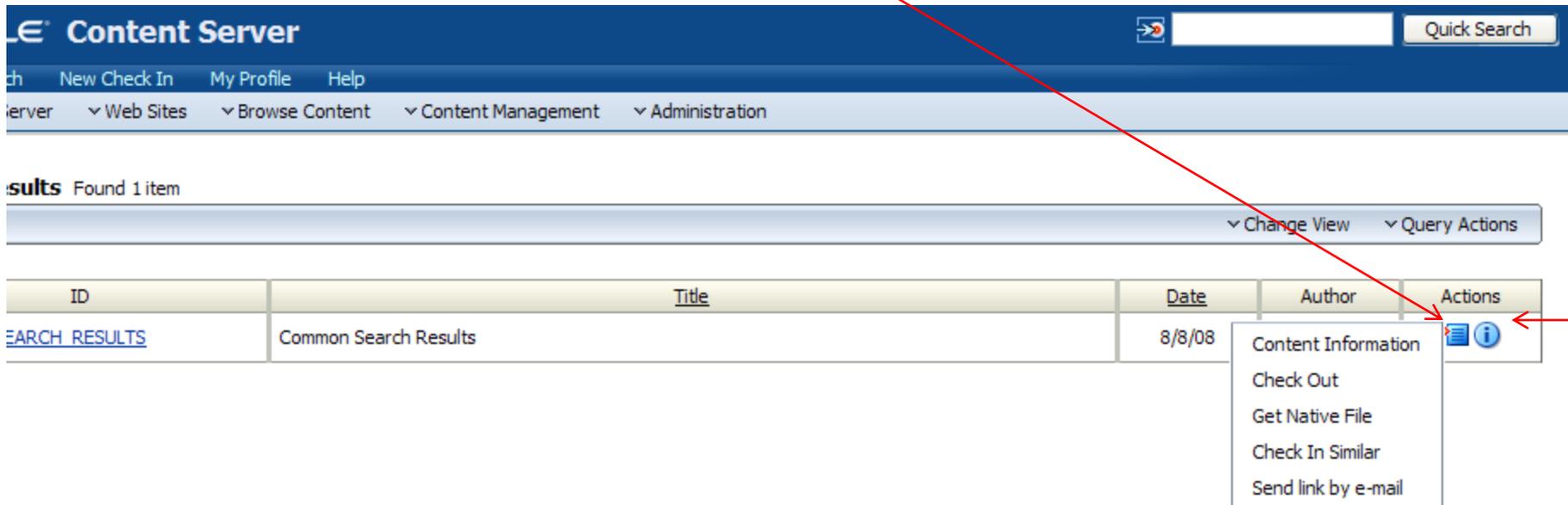
The screenshot shows the Oracle Content Server interface. At the top, there is a navigation bar with "ORACLE Content Server" and a search box. Below the navigation bar, there are several menu items: "Home", "Search", "New Check In", "My Profile", and "Help". A secondary navigation bar contains "My Content Server", "Web Sites", "Browse Content", "Content Management", and "Administration". The main content area displays "Search Results Found 1 item". Below this, there is a table with columns for "ID", "Title", and "Date". The table contains one row with the ID "COMMON\_SEARCH\_RESULTS", Title "Common Search Results", and Date "8/8/08". To the right of the table, there is a "Change View" dropdown menu with options: "Classic View", "Thumbnail View", "Headline View", and "Customize". There is also a "Query Action" dropdown menu with an "Action:" label and a list of icons.

ID	Title	Date
<a href="#">COMMON_SEARCH_RESULTS</a>	Common Search Results	8/8/08



## Search Results Actions

- Left Click on the  Icon to access the actions menu
  - Including:
    - Check In, Check Out, Check In Similar, Get Native File, Content Information
- Left click on the  Icon to view the Content Information Page



The screenshot shows the 'Content Server' interface. At the top, there is a search bar with a 'Quick Search' button. Below the search bar is a navigation menu with options like 'New Check In', 'My Profile', and 'Help'. The main content area displays 'Results Found 1 item' and a table of search results. The table has columns for ID, Title, Date, Author, and Actions. The first row shows 'SEARCH RESULTS' as the ID, 'Common Search Results' as the Title, and '8/8/08' as the Date. The Actions column for this row contains a document icon and an info icon. A red arrow points from the text in the list above to the document icon. A context menu is open over the document icon, listing the following actions: 'Content Information', 'Check Out', 'Get Native File', 'Check In Similar', and 'Send link by e-mail'. Another red arrow points from the text in the list above to the info icon.

ID	Title	Date	Author	Actions
<a href="#">SEARCH RESULTS</a>	Common Search Results	8/8/08		 



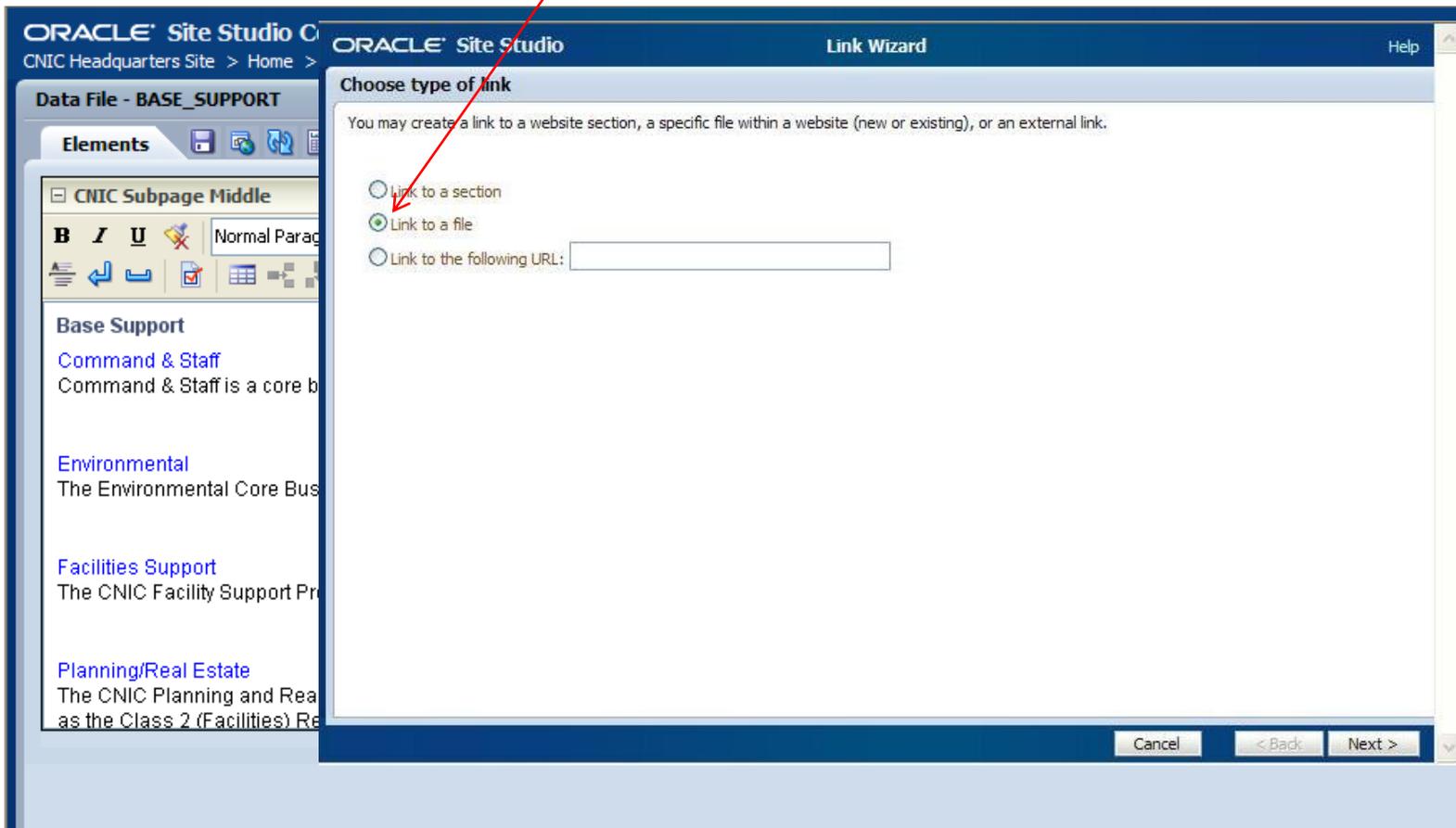
Create a New Page





## Create a New Page - Linking off of an Existing Page

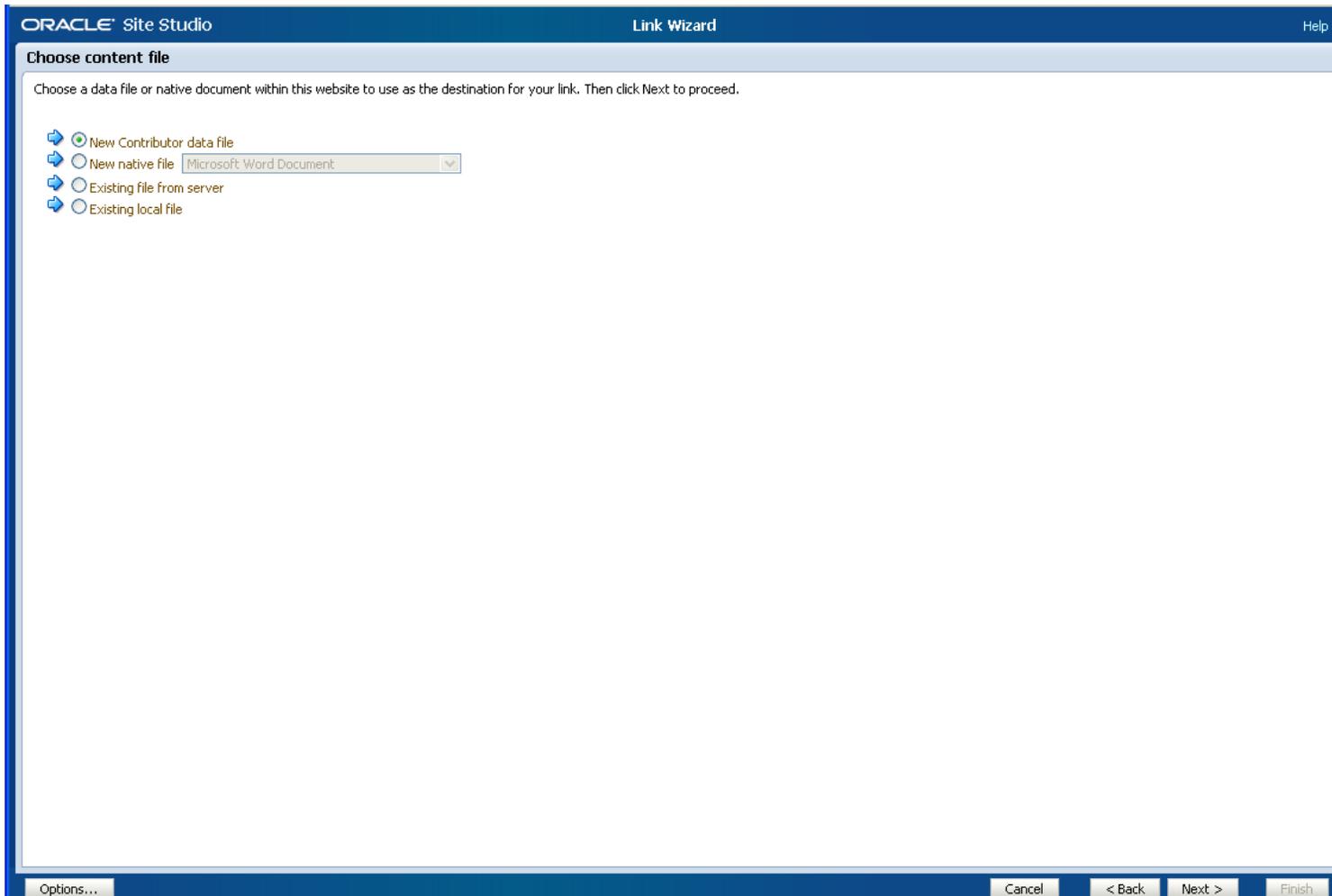
- In Contribution Mode, in a WYSIWYG element
  - Add a New Link
  - Choose Link to a file





## Create a New Page - Linking off of an Existing Page

- In the Link Wizard
  - Select New Contributor Data File





## Create a New Page - Linking off of an Existing Page

- A new Content Information form is displayed
- Enter information for the New page on this form (see next slide for detailed information)
- Click “Next” when you are finished entering information

The screenshot shows the "Link Wizard" dialog box in Oracle Site Studio, specifically the "Check-in content" step. The form contains the following fields and controls:

- \* Type:** Webcontent - Html, Datafiles (dropdown)
- \* Title:** New Page Title Goes Here (text input)
- \* Author:** dachtzener (text input) and dachtzener (dropdown)
- \* Security Group:** Public (dropdown)
- Account:** (text input) and (dropdown)
- \* Primary File:** default.xml (text input)
- Content ID:** (text input)
- \* Revision:** 1 (text input)
- Comments:** (text area)
- Folder:** (text input) and Browse... button
- MetaDescription:** Metadescription Goes Here (text input)
- Web Site Object Type:** Data File (text input)
- Web Sites:** (text input) and Browse... button
- Web Site Section:** Headquarters : test (text input) and Browse... button
- Region Definition:** (text input) and Browse... button
- SectionIntroImage:** (text input) and Browse... button
- SectionIntroText:** (text area)

At the bottom of the dialog, there are buttons for "Options...", "Cancel", "< Back", "Next >", and "Finish".



## Create a New Page– Assigning Page Metadata for Linked Pages

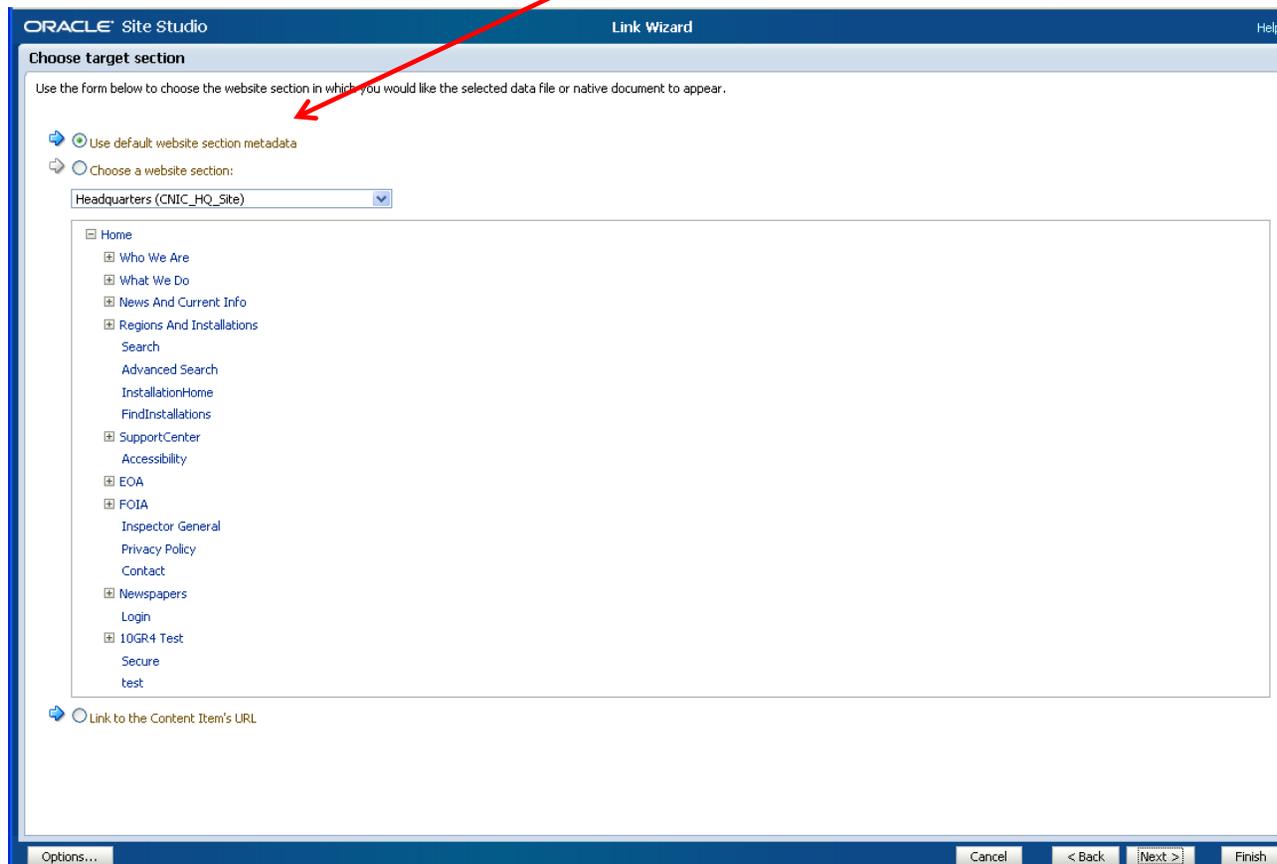
The following guidelines apply **ONLY** when performing the initial assignment of region content or making updates to the metadata for the region content

- Type – defaults to “Webcontent – HTML, Datafiles” (leave as default)
- Title – Enter a meaningful title for the content – see next page for guidelines
- Author – Will automatically be populated with your username
- Security Group – Select Public
- Account – Choose Pub/HQ for public content and CA/HQ for controlled access content
- Primary File - defaults to “default.xml” (leave as default)
- Revision – Automatically populated with the value of “1” (leave as default)
- Content ID – Will automatically be populated when you click “Check In”
- Comments and Folder - leave blank
- MetaDescription - Enter a brief description to be used for the content on the page – see next page for detail
- Web Sites – Choose “Headquarters (CNIC\_HQ\_Site)”
- Web Site Section – Choose the section of the website you want the content to be populated under; This will automatically populate based on the section of the site you were just on
- SectionIntroImage – leave blank (used only for certain landing pages)
- SectionIntroText – leave blank (used only for certain landing pages)
- Teaser, Article type, Article Category - to be used later for news articles
- Location – leave blank (note – this field will not show up in Auth in the future)
- Release Date – Will automatically be populated with today’s date
- Expiration Date – If you want the content to expire on a specific date, select a date value for this field



## Create a New Page - Linking off of an Existing Page

- Choose the “Use default website section metadata”

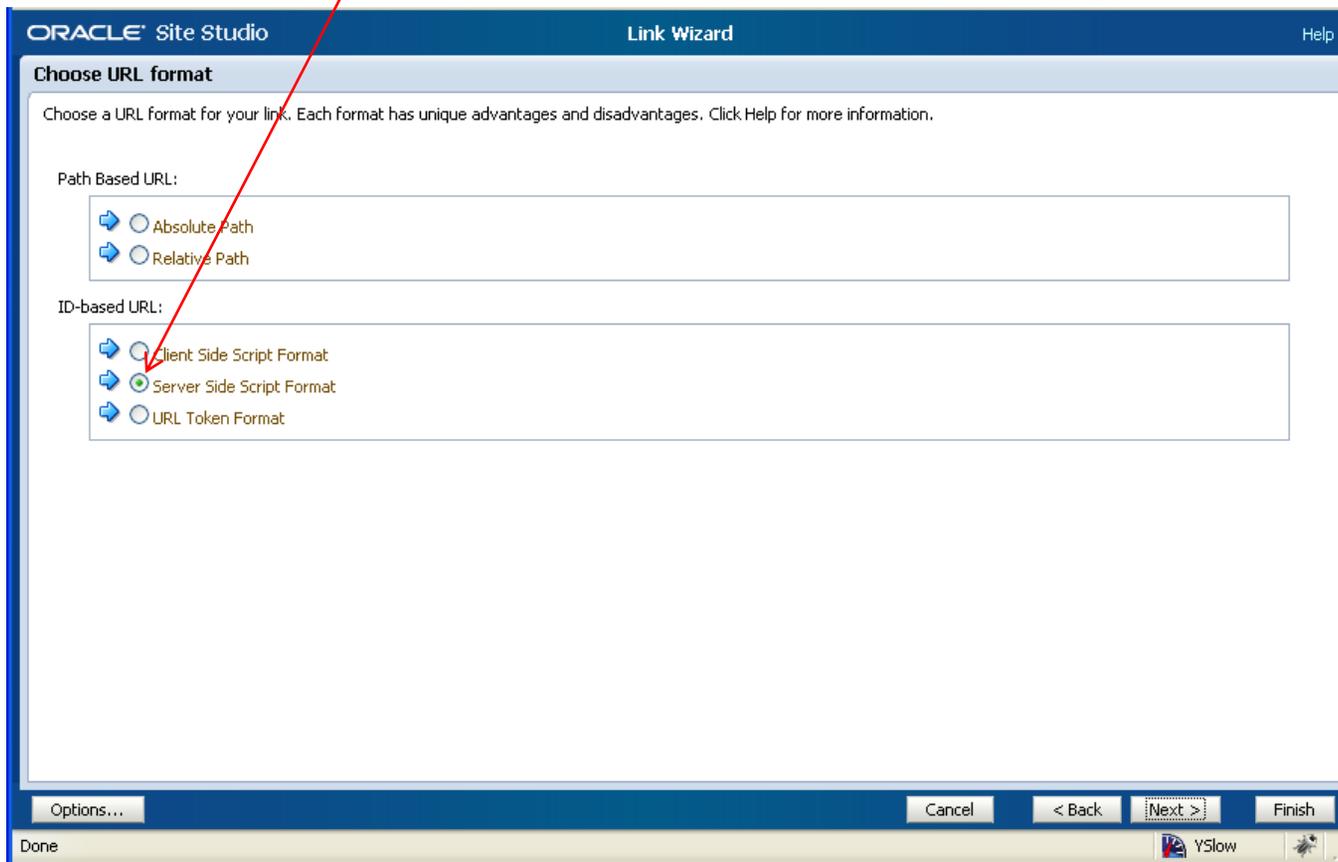
A screenshot of the Oracle Site Studio Link Wizard dialog box. The title bar reads "ORACLE Site Studio" and "Link Wizard". The main heading is "Choose target section". Below this, there is a text prompt: "Use the form below to choose the website section in which you would like the selected data file or native document to appear." There are two radio button options: "Use default website section metadata" (which is selected) and "Choose a website section:". Below the second option is a dropdown menu showing "Headquarters (CNIC\_HQ\_Site)". A red arrow points to the selected radio button. Below the dropdown is a tree view of website sections, including Home, Who We Are, What We Do, News And Current Info, Regions And Installations, Search, Advanced Search, InstallationHome, FindInstallations, SupportCenter, Accessibility, EOA, FOIA, Inspector General, Privacy Policy, Contact, Newspapers, Login, 10GR4 Test, Secure, and test. At the bottom, there is a radio button option "Link to the Content Item's URL". The dialog box has "Options...", "Cancel", "< Back", "Next >", and "Finish" buttons.

**Note:** This selection means that the system will automatically assign website section metadata based on the section of the website you specify when you set up the metadata for the content initially. This is the reason that it is very important to populate the website and website section information when you are filling out the content information form.



## Create New Page - Linking off of an Existing Page

- Choose “Server Side Script Format”

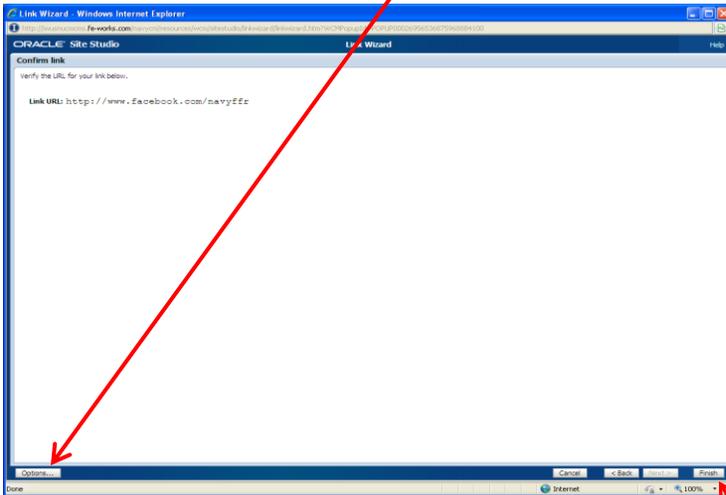


**Note:** This selection will assure that your URL remains relative. If content is moved around the content server will still be able to find the document or the content.

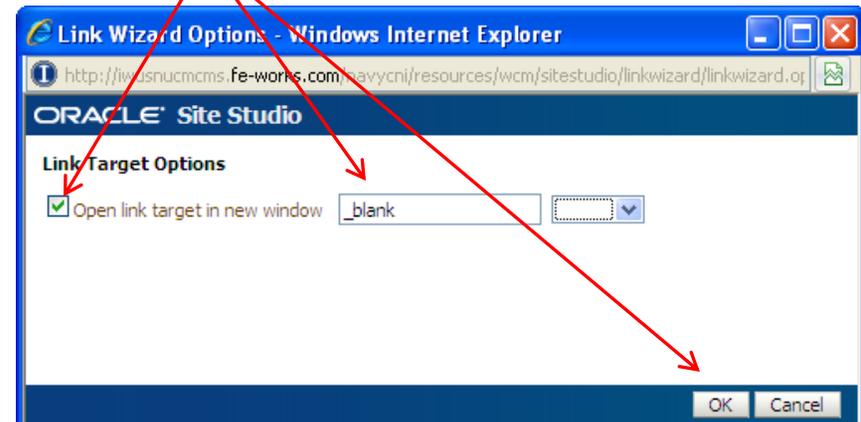


## WYSIWYG Field Controls - Link Wizard – Link to Site Section

- To have a link open in a new window, select the “Options” button on the “Confirm Link” page in the link wizard



Next, click on the box next to “Open link target in new window”, then select “\_blank” from the drop down menu, and click on the “OK” button



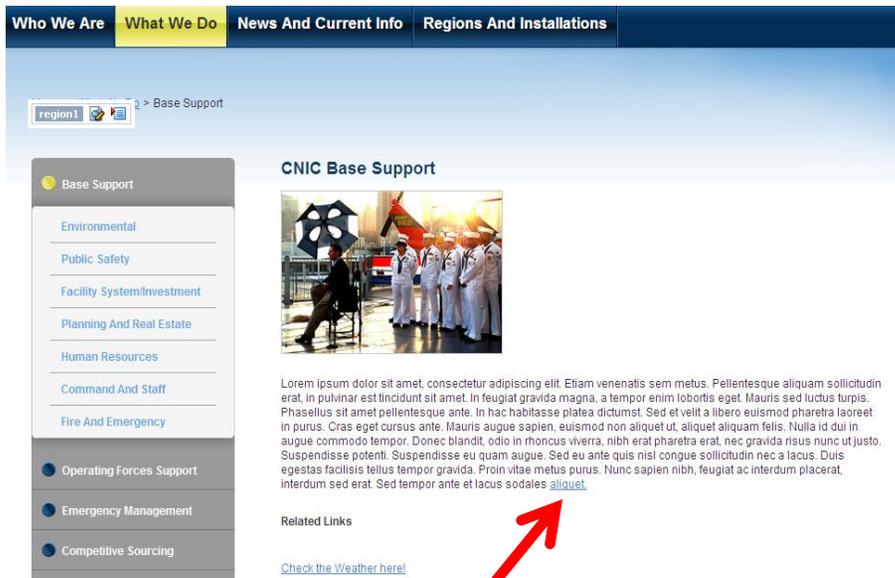
The Link Target Options window will close – click “Finish” – your newly created link will open in a new window



# Create a New Page – Linking off of an Existing Page

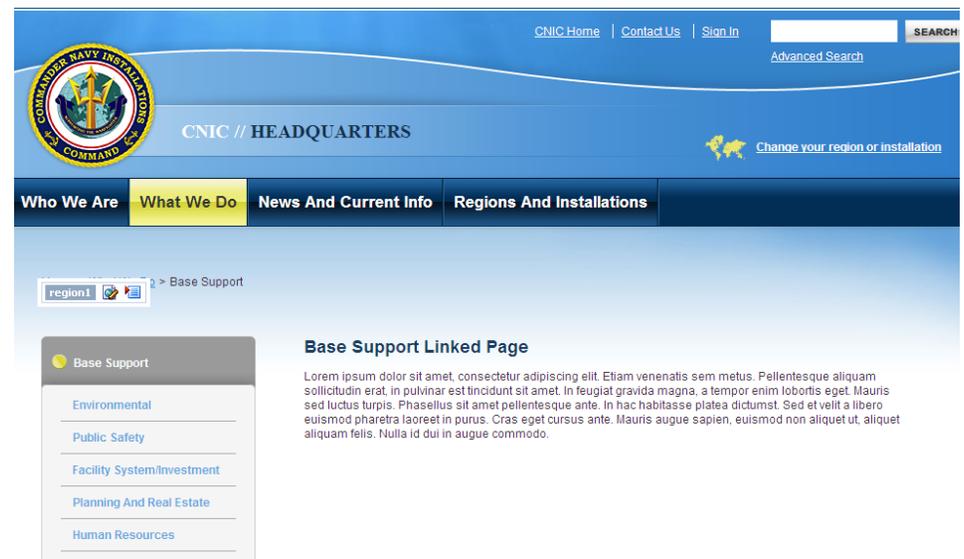
- On the Original Page, update to see your new link to the new page

## Original Page



New Link

## New Page



- Click on the link to the New Page, Edit as Normal



## Adding New Pages to be Included in Site Navigation

- Pages that are currently in the sitemap cannot be changed without approval, however new pages can be added a level below
- The new pages can be added by contacting the Support Center



## Other Content Management Needs

Contact your support center to do any of the following:

- Add a contributor user
  - Change a contributor user account
  - Request changes to templates
  - Request changes to the workflow process
  - Add a new section to the website
  - Any other technical issues
- 
- Contact the Support Center at:  
Phone # 888.264.4255  
DSN: 312 942.6597 (Opt.3)  
email: [eas@ctirms.com](mailto:eas@ctirms.com)