

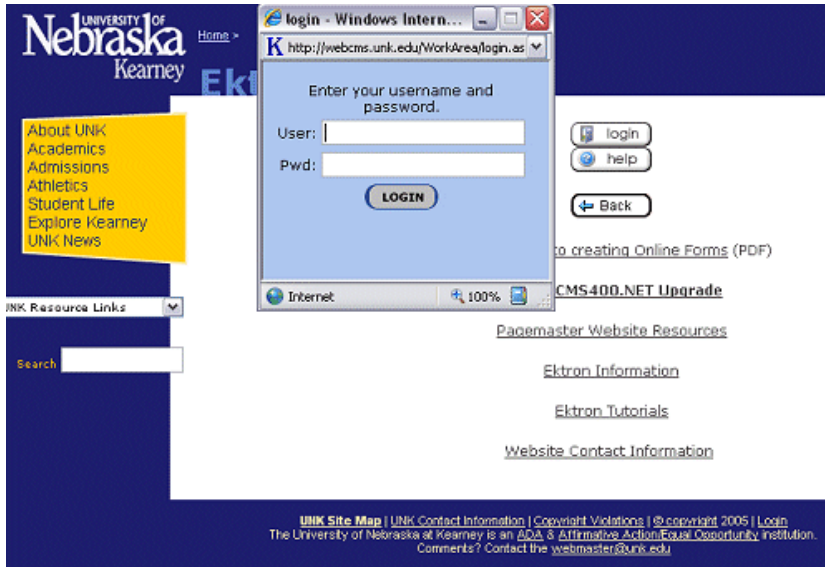
University of Nebraska at Kearney Ektron CMS400.net Beginner's Guide



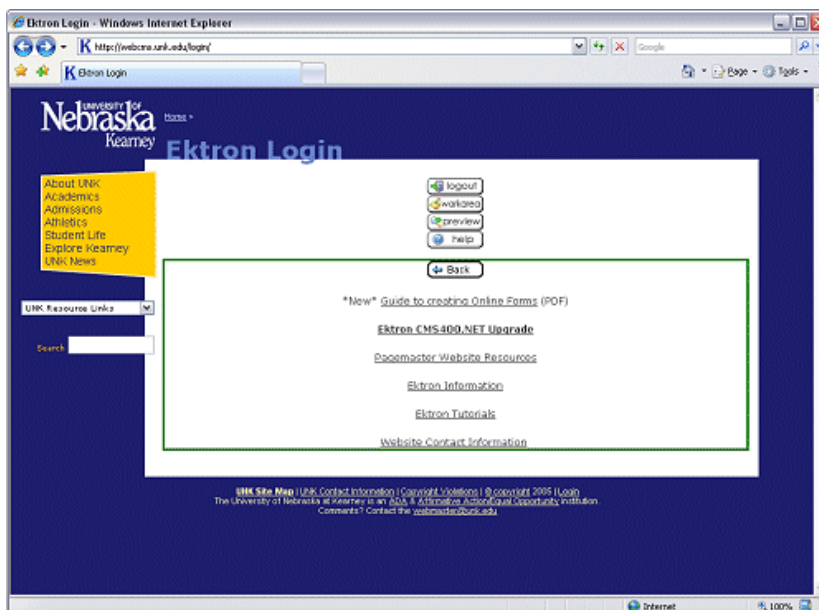
Nov. 2006

Logging In to the Ektron System

At the bottom of every web page currently in the www.unk.edu website you will find a “Login” link. It is located in the small text Copyright information. Clicking the link will bring you to the UNK login screen. Enter your username and password in the pop-up window that appears.



Once you have logged in you will notice green, red or grey boxes around certain parts of the screen. These boxes indicate a “content block” that can be edited if your account has access to that particular information.

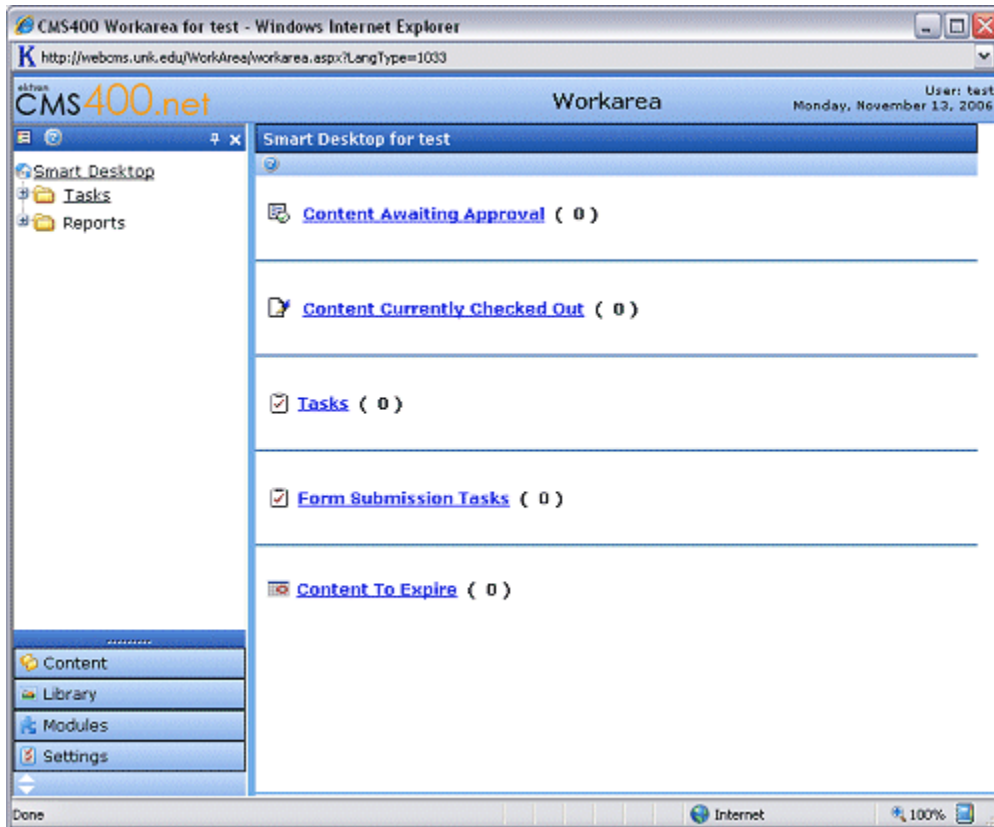


Once logged in, click the “Workarea” button to view existing “content blocks”, create new pages or view files and images uploaded to your site.

The Ektron Workarea

The Workarea is the central control space for your website in the Ektron system. From this area you can:

- View existing “content blocks” and forms
- View images and files that have been uploaded
- Create new pages for your website
- View reports on checked-out content or content about to expire
- Change your password



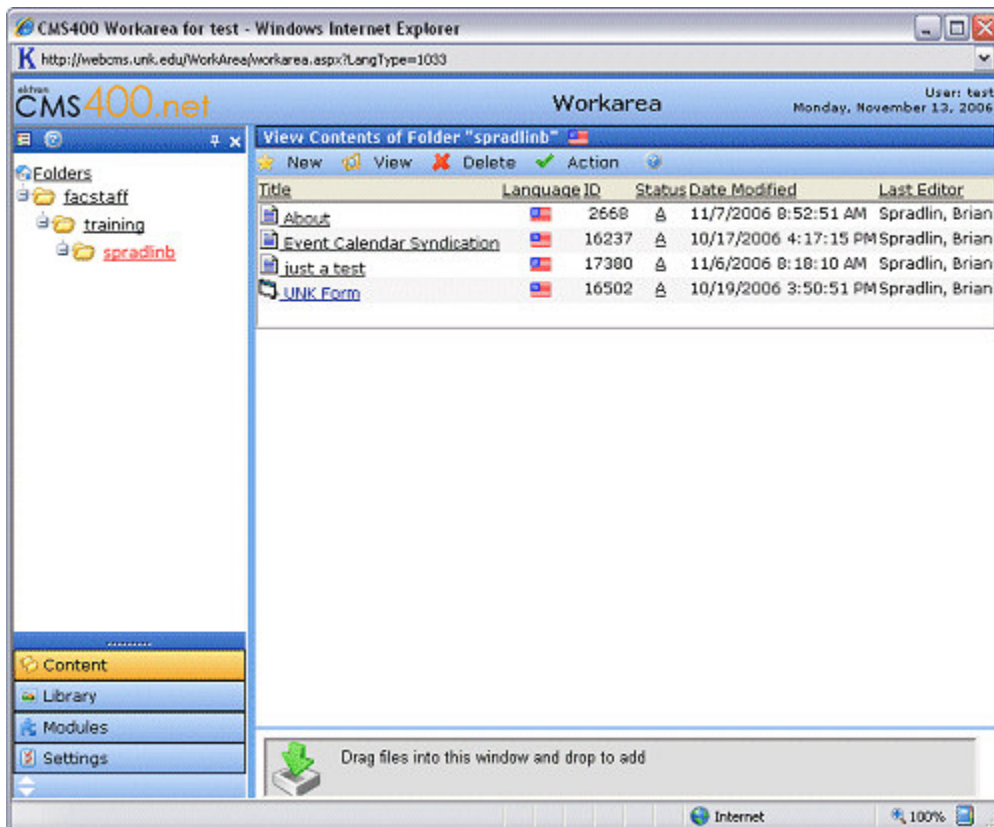
The first screen that appears is called the “Smart Desktop” and lists several basic reports about content in your website that may need your attention. Most website managers will never need to use these reports, especially those that do not have student workers or pages that are set to expire in future.

Within Ektron each individual page of a website is composed of several parts, much like a simple puzzle is composed of several pieces. Each part of a web page that has a green, red or grey box around it when you log in is called a “content block” and contains HTML text, images, links, files, etc. At UNK there are typically three content blocks on each page: a menu at the left, copyright and login text at the bottom, and the main text of the page appearing in the central white space. Whenever you “add a page” to your website you are technically adding a single “content block” with your text inside it. That block is then assembled by the Ektron server along with the menu and copyright blocks to create your finished web page at UNK.

Thus, the majority of your work will be done in the “Content” area of Ektron. Click the “Content” button at the bottom-left corner of the Workarea window.

Content in Ektron

The Content area of Ektron lists both existing content blocks and any forms you have created in a single screen. The left-hand column of the screen is dedicated to a tree-structure view of the areas of your website that you have access to. In the example image here you see that this website is located inside the “training” folder, which itself is inside the “facstaff” folder. With my user account I only have access to edit or add new content to the last “spradlinb” folder. Clicking on any folder name will display the contents of that folder, clicking on the + or – signs next to a folder name will display any subfolders you have access to.



The right-hand column is used to display any content blocks or forms that are available in your website. In the image here I have three content blocks and one form previously created and saved in the Ektron system. Depending on the access level your account is given you may also have the ability to add new folders or delete content blocks.

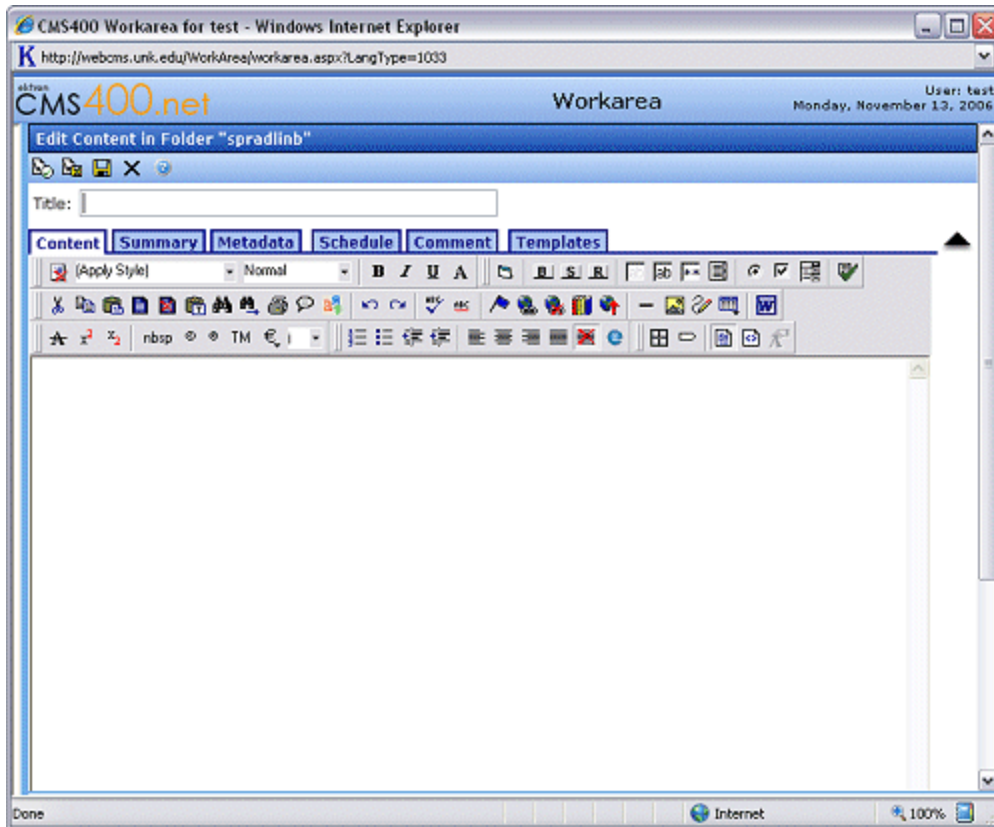
You can narrow down the displayed list of content blocks to show only HTML Content or HTML Forms/Surveys using the “View” menu at the top of the screen. Choosing “All Types” from the same menu will display both again.

You create a blank new page (content block) in your website by choosing “HTML Content” from the “New” menu at the top of this screen. If you do not have that option available in your Workarea then your account does not have access to the particular folder you are viewing.

Creating a new Content Block (HTML Content)

The first time you create a new content block or attempt to edit an existing block on a PC you will be asked to install the eWebEditPro software. In Internet Explorer you can follow the prompts that appear for the Automatic Installation process. For FireFox users, you will need to download an installation file and run it from your PC separately. A link to the file will appear at the bottom of your editing window in either case.

Once the software has been installed you will be presented with a blank page, ready for editing.



There are several sections to identify in the editor:

- The very top of the screen lists the folder that you are editing content within.
- Just below that are the **Publish**, **Checkin**, **Save** and **Cancel** buttons
- The Title of the page is entered in the large text box.
- Next is a list of six "tabs" from Content through Templates.
- Below the tabs are your editor function buttons. Most of these should be familiar to anyone that has used Microsoft Word or similar word processor software.
- Finally, the white space at the bottom of the screen is where you add your content; text, images, files, tables, etc.

Page Title:

Every block of content you add to your website must have a unique Title. No two blocks within a single folder (or subfolders using the same template) can have the same title. This is how you identify content within the Workarea. It is also the text displayed at the top of your final web page in light blue. Shorter titles tend to work best, but you can use up to 256 characters if necessary.

Page Tabs:

Content: Every block of content you create will have several tabs available to you. The **Content** tab is where the visible content of your page should be added. Any images, links, text, etc. should be placed in the white space here to be visible on the UNK website.

Summary: The Summary tab has the same look as the Content tab. However, this is only used for “summary list” sites, and can normally be ignored. Just leave this tab empty when you create new pages.

Metadata: Each page created in the UNK website has a set of “metadata tags” added to it. These tags are invisible to anyone viewing the website with a browser but are found by search engines. This allows you to add “keywords” to help a page be found in search engine sites like Google, Yahoo and Altavista. At UNK, the *Title* and *Description* areas are both left blank but are *required* before your new page can be published.

- The metadata title can be the same as the content title, but does not have to be. The metadata title appears at the very top of a browser window, usually in the dark blue band.
- The description should be a short sentence or paragraph that describes what your page contains. When a person searches for your page in Google or a similar website, the results often have a short blurb of text just below them. That text is the “description” metadata of your page, so it is important to make it as simple, yet descriptive, as you can.

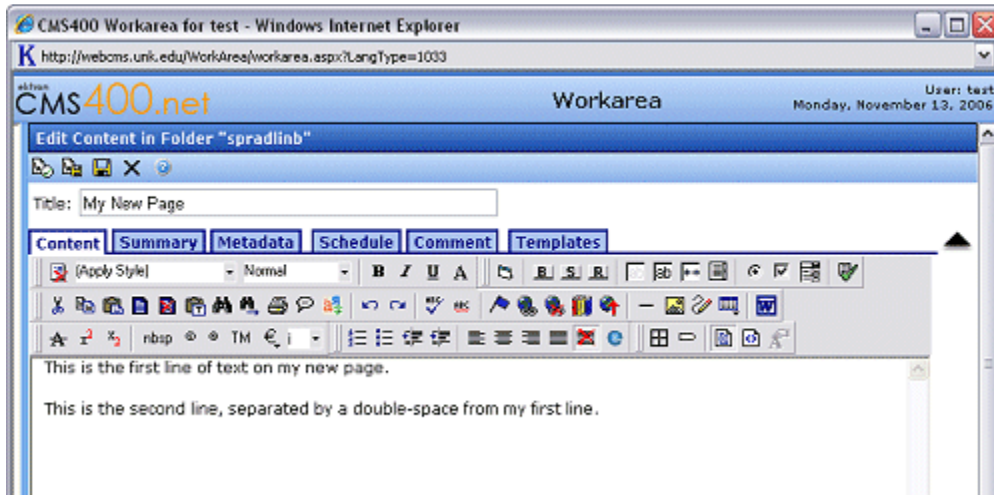
Schedule: A content block can be set up to only appear on the UNK website at a certain date and time. It can also be set to “expire” and remove itself from the website at another date and time. Setting a “Start Date” in the future for an existing content block that you are editing will keep your published changes from appearing on the web until that Start Date occurs. This tab is rarely used, and for most new content should be left as it is.

Comment: Here you can leave comments for yourself or others that have access to the same content blocks as you. Anything added in this tab does not appear anywhere in the web page. It is only accessible from within the Ektron system to someone that is logged in.

Templates: This tab is currently unused and will normally list only one available “template” for your website. The template is how Ektron knows what menu and “breadcrumb” links to pair with your content once it is published to the web.

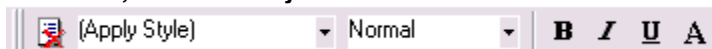
Adding Text to a Content Block

Once you have added a Title and the two required Metadata fields you are ready to add text to your new page. Click anywhere in the white space at the bottom of the screen and begin typing. The Ektron system uses a What-You-See-Is-What-You-Get (or WYSIWIG) editor, so as you type on the screen the text that appears on your website should look just the same. Note that since you are only editing the one piece of the puzzle that fits in the white space on a UNK page (not the menu, “breadcrumbs” or copyright statements) that you won’t see the UNK logo or left-hand menu on your content block as you edit it.



Adding text in Ektron is very similar to adding text in Microsoft Word or any other word processing program. One small difference is that each time you press the Enter key to move to a new line you will be given a double-space rather than single-space. This is intentional, since it is easier to read text on a computer monitor when paragraphs are separated by a blank line. However, If you want a single space anyway, **hold down the Shift key before pressing Enter**. This will give you a single space rather than double.

Text Size, Font and Style:



The UNK website is set so that all pages use the Arial font at a default size on the screen. Therefore, you will not be able to choose different font faces (Times New Roman, Helvetica, etc.) when editing or creating new pages for your website. You will also only have a few options for text size.

The text size can be changed by using the “Heading” options available under the drop-down menu that shows “Normal” when you begin editing a page.

There are a select number of UNK-approved colors available for your text. To use them, highlight the text and choose a color from the “Apply Style” drop-down menu. Use the button with the red “X” to the left of that menu to remove a style later.

Bold, Italic and Underline buttons are available and work just as they do in any other program. The extra “A” button will remove any bold, italic or underlines set in highlighted text.

Cut, Copy, Paste, Replace and Print:



Text can be copied from any other digital source and pasted into the Ektron editor window. An open Microsoft Word document, an email, PowerPoint presentation, website or any other place you can highlight and copy text can then be pasted into a new page. Please note, however, that in order to maintain the standard text in UNK's website not all of the original text formatting will copy over to a web page.

Using the first three buttons in the image above you can Cut, Copy or Paste any text within the Ektron window.

The next two buttons allow you to select all of the text within your new page or deselect everything.

The sixth button is a "Paste Text" button. This will paste the text that was copied earlier and automatically remove any and all formatting that the original text had. Bold, italic, underline, font size, font face, color, etc. are all removed and only the text itself is pasted.

The binoculars allow you to Find OR Replace words within your open page. If you have several instances of one name, for example, you can use this button to replace them all at once with a different name. The binoculars with the arrow will find the next instance of a word you searched for.

The printer icon will open the Print dialog box, allowing you to print the page you are editing.

The word balloon allows you to place comments anywhere on a page, much like adding Post-It notes in a book or paper. These comments are only visible when editing a page in Ektron. They do not appear anywhere when the page is viewed through a web browser.

Ektron also includes a machine translation feature, which can convert all text on a page to a different language. However, no machine translation is perfect, so consider this ability as just a stepping stone before a human translation can be used.

Special Characters and Alignment:

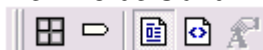


The left side of this bar allows you to insert "special characters" into your page. Characters like the copyright symbol ©, Reserved ®, and super/subscript notations. Also of interest is the "nbsp" button. This will add a "non-breaking space" to the page. These spaces look just like a regular space added with your spacebar, but they are considered part of whatever word they are next to. Thus, titles such as "University of Nebraska at Kearney" can have non-breaking spaces between each word to ensure that the entire title does not wrap across separate lines on the screen.

This bar also includes the Numbered and Bulleted list buttons. These work very similar to the same buttons in any word processor. To increase or decrease the indent of any line in a list, use the Increase or Decrease Indent buttons that are available.

There are five available text alignment buttons. If the last button (with the red X) is selected, then the default alignment for the page is used. This usually is set to left-align. You also have center, right and justified options.

View Borders and HTML Source:



When working with tables you can have "invisible" borders appear in the editor using the Show Borders button. The "Show Invisible Elements" button will show any paragraph tags in the screen.

The last two buttons let you switch between WYSIWYG and HTML mode. You can edit your page using either view.

Undo, Redo and Spellcheck:



Ektron can undo or redo any change you made to your page from the time you start editing it. The Undo and Redo buttons are shown here. Ektron also uses the spellcheck feature that is installed with Microsoft Word. If you have Microsoft Word installed on your PC then you can use the two buttons here to check your work in Ektron. If you do not have Word installed then the buttons will not function.

Horizontal Lines, Images, Tables and Word:



The “Horizontal Line” has been used in web pages since shortly after the HTML language was developed. It is nothing more than a horizontal grey line that can be used to separate areas of text or images on the screen.

The Image button in Ektron lets you change the settings for an image that is already in your page. Settings such as border width, overall size and horizontal/vertical spacing can all be set with this button.

The Pencil button will open the Ektron photo editor program. This allows you to make basic changes to your original image such as resizing, sharpening, rotating or cropping before adding a picture to your site.

The Table button will place a set of table cells in the page. See the Table section of this guide for more details.

The last button will open your web page in Microsoft Word for further editing. This is not suggested since Microsoft Word is not a good web page editor and formatting made in Word does not always transfer back to Ektron smoothly.

Bookmarks, Hyperlinks and the Ektron Library:



Bookmarks;

Bookmarks allow you to create a link at one place in a lengthy page that will take a viewer to another place in the same page. These are often used to create “Back to Top” links at the bottom of long documents or to create alphabetical index links at the top of a long list of information.

Hyperlink;

The Hyperlink button is used to enter the URL of a website outside of the Ektron system or to edit the settings of an existing hyperlink on a page.

Remove Link;

Highlight an existing link (or several links) and click this button to “deactivate” them. The text of the links will remain.

Library;

See the Ektron Library pages in this guide.

Upload Files;

If you add an image or a link to an external file you can use this button to upload them to the Ektron system. It is only used in special cases.

Publish, Checkin, Save or Cancel

Once you have text added to your page you have four option buttons along the top of the screen, just above the "Title" block.



From right to left we have;

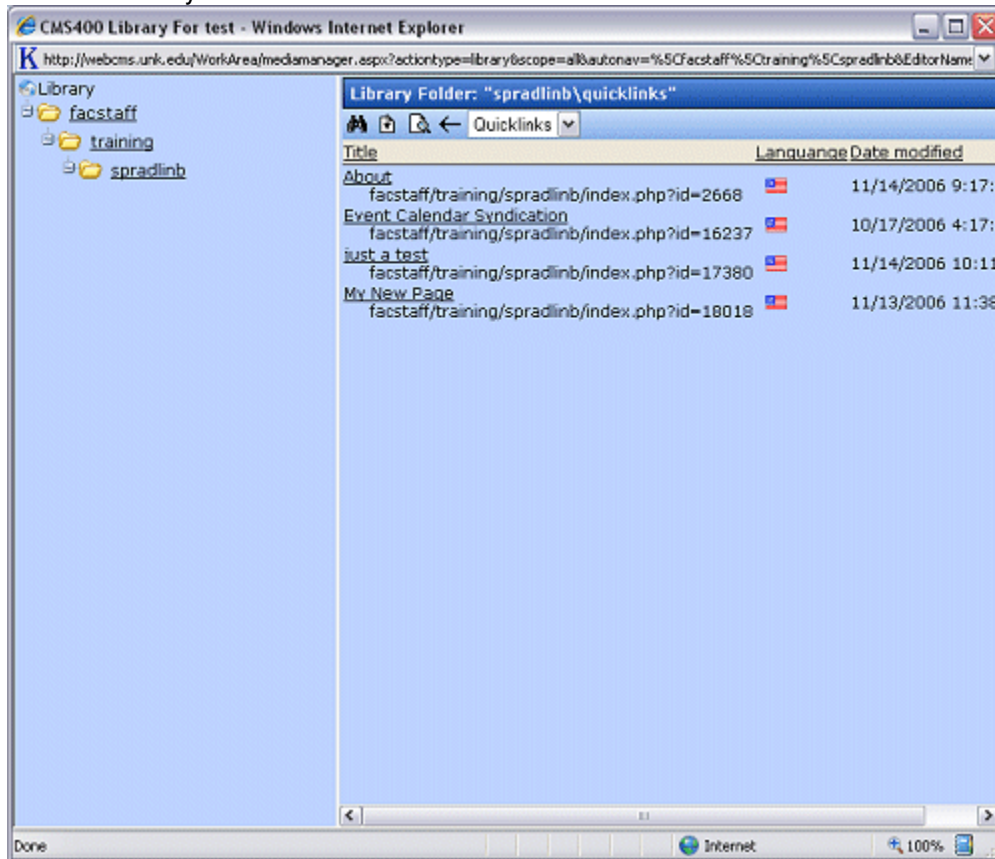
- **Cancel:** This will close the editor window without saving any changes you have made. Any changes made to a previously saved or published page will be lost.
- **Save:** Just like Save buttons in other programs, this will save your progress in Ektron as you work in case of power failures or computer lockup. The editor remains open to continue working after saving.
- **Checkin:** Think of this as saving a draft version of your page. Ektron saves your progress, closes the editor window but does not display the new page or changes to an existing page on the website. This allows you to come back and continue working later.
- **Publish:** Clicking this button will save your page and make it visible on the website. Changes made to an existing page are instantly available for viewers.

The Ektron Library: Quicklinks

Each content block you publish in Ektron is assigned a “quicklink” automatically. These quicklinks allow you to link from one page in your website to another without the need to know file names or URLs. Quicklinks are found in the Ektron Library, the button representing a stack of books in your Ektron editor toolbar.

To create a link from one page to another:

1. Open the page you want to place the link into in the Ektron editor.
2. Highlight some existing text on the screen that you want to turn into a link the other page in your website.
3. Click the Library button in the Ektron toolbar.

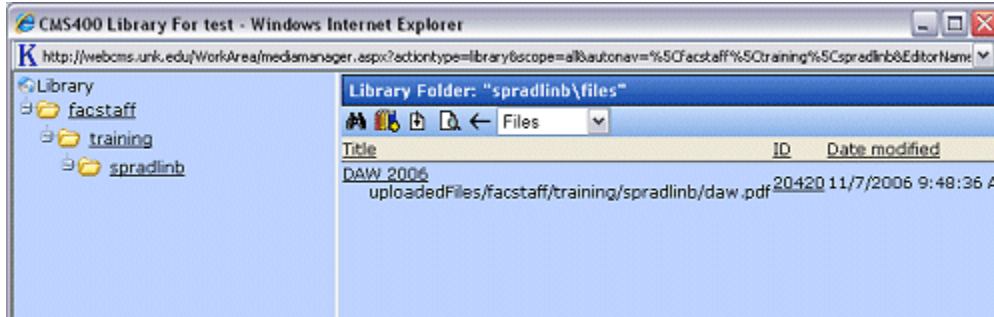


4. When the Library window opens it may list images rather than quicklinks. Simply choose “Quicklinks” from the drop-down menu just to the right of the black arrow at the top of the window. This will refresh the page and list all published pages in a folder of your website.
5. Double-click the title of the page you wish to link to, or single-click the title and then click the Insert button at the top of the window.
6. The Library window will then close and your highlighted text should appear with an underline below it, indicating that your link is now active.

Only Published content will have quicklinks available in the Library. When the Library window is open you can also navigate to a different folder in the left-hand column pictured above. This allows you to link to pages in other folders that you may have access to.

The Ektron Library: Files

The Ektron system allows you to upload files that are under 5 megs in size. Allowed file types include .doc, .pdf, .xls, .mp3, .zip and .ppt. Using the Library you can upload files and quickly link to them from your website, allowing visitors to download or view the files themselves.



Adding files to your Ektron Library;

1. Edit a content block that you want to add the file link to.
2. Highlight some existing text on the screen that the viewer can click on to download the file when they visit your page.
3. Click the Library button (stack of books) to open the Library window.
4. If necessary, from the drop-down menu to the right of the black arrow choose "Files."
5. At the top of the screen click the "Add Library" button, which looks like a stack of books with a yellow + symbol.
6. In the next screen click the Browse button to locate the file on your computer that you want to add to your website.

To upload and insert a local file:

AA [stack of books] [pencil] [eraser] [left arrow]

Title:

Filename:

Description:

[cut] [copy] [paste] [undo] [redo] [bold] [italic] [underline] [ABC] [ABC] [globe] [globe]

7. Add a Title (required) for the file. It can be the same as the file name or anything else that makes sense to you. The Description is optional and only appears within the Ektron system.
8. You can preview the file to make sure it is the correct one by clicking the Preview button at the top of the screen.
9. When you are satisfied with your details, click the "Add Library" button again.
10. The Library window will disappear and your previously highlighted text will become an active link. Visitors to your site would simply click the text to download the file.

Linking to an existing file in the Library;

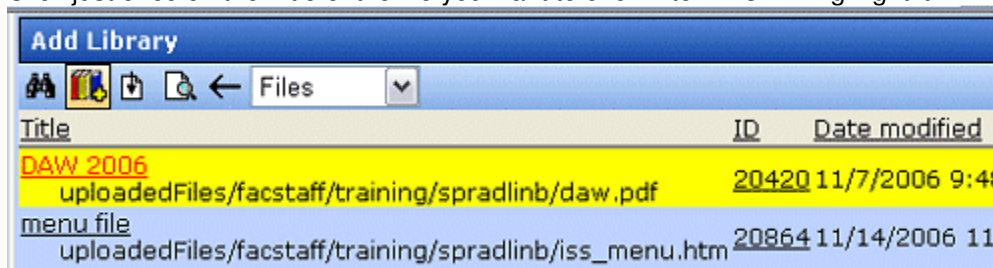
Once a file has been uploaded once to the Library you can link to it from any page in your website, as many times as you would like.

1. Edit a page in your website where you want to add a link to the file.
2. Highlight any existing text on the screen that will become the clickable link to download the file.
3. Click the Library button at the top of the Editor window.
4. Change the drop-down menu at the top of the Library window to "Files" if it is not already set.
5. Double-click on the title of the file that appears in the list. The Library window will disappear and your previously highlighted text will be an underlined link. Publish the page for viewers to download the file.

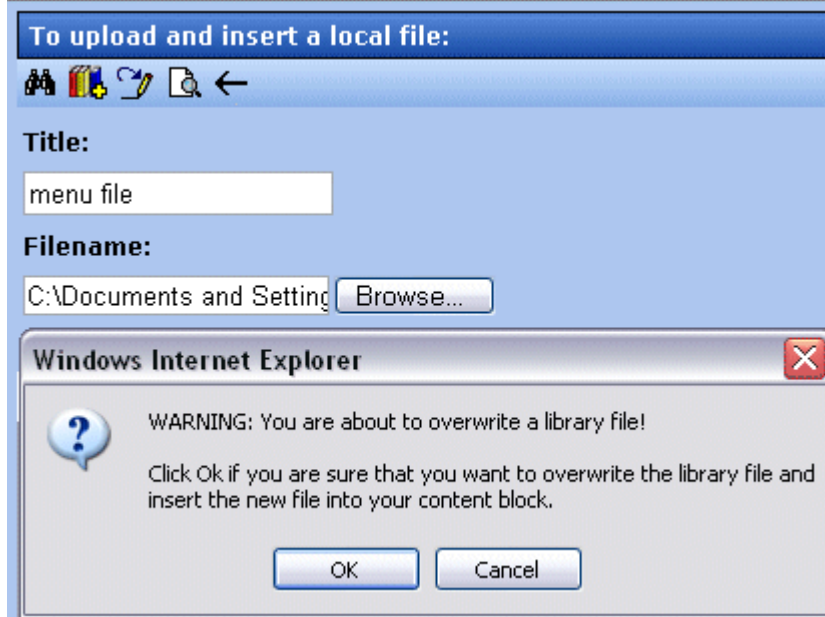
Overwriting or Updating existing files in your Library;

At some point you may find that you need to upload a new version of a document or file that you have previously added to the Ektron library. You need to "overwrite" the old file with the new one using this process:

1. First, edit the page with the link to the original file (or any page at all if you have not linked to it yet).
2. Without highlighting anything, click the Library button in the Ektron toolbar.
3. Change to "Files" from the drop-down menu if necessary.
4. Click just once on the Title of the file you want to overwrite. This will highlight it.



5. Click the "Add Library" button, then the Browse button that appears to find the updated version of the file you want to replace.
6. Leave the "Title" blank empty, since the original title of the file will be used.
7. Click the "Overwrite" button at the top of the screen (Pencil with arrow).

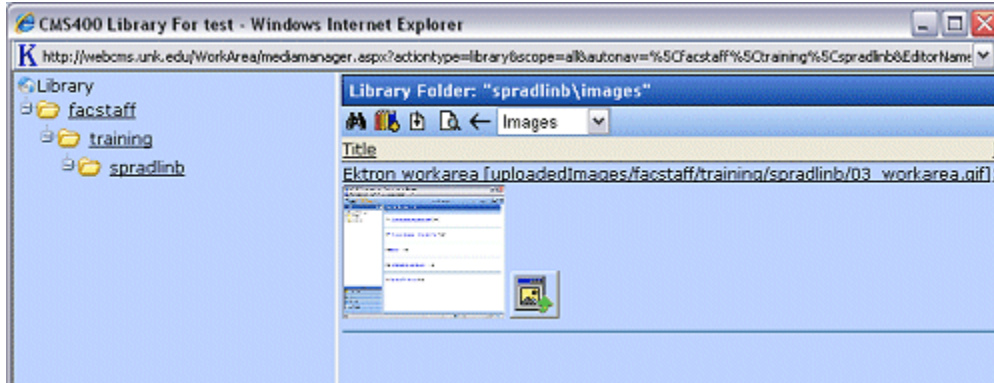


8. When you see the warning window just click the OK button to finish the process. Your original file will be overwritten by the new one and the Library window will close automatically.
9. Any other pages that linked to the same file will automatically point to the updated file using this process. You do not need to update the links in other pages, just overwrite the file in the Library one time.

This process can also be done directly from the Library section in the Ektron Workarea. More details are available later in this guide.

The Ektron Library: Images

Like Files, Images added to your website are stored in the Library. The Ektron Library accepts .gif, .jpg and .png images. It also allows you to add “pop-up” thumbnails of larger images to a page automatically, no JavaScript knowledge necessary.



Adding a New Image to the Ektron Library;

Images can be added only one at a time in the current version of Ektron. Each image must be under 5 megs in size. Ektron also has an Image Editing program that allows you to resize photos before uploading them to your website.

In order to add an image to your website you must first “upload” it to the Ektron library.

1. Edit the page you will add your image to.
2. With your cursor placed where you want the image to appear, click the Library button in the Ektron toolbar.
3. If the Library is not already in “Images” view, select that option from the drop-down list at the top of the screen. Any previously uploaded images will appear.
4. Click the “Add Library” button.

To upload and insert a local file:

AA [Icons] ←

Title:

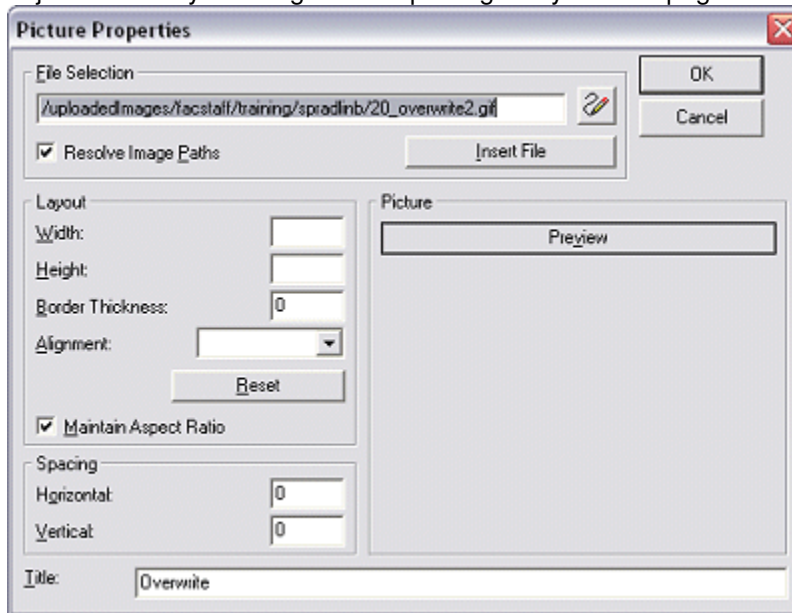
Filename:

Description:

[Rich Text Editor Toolbar]

5. Just as you would with a file, click the Browse button to locate your image on your computer. It can be from your hard drive, a CD or a digital camera.
6. **Be sure to give the image a Title that describes the contents of the picture.** The Title is used to maintain accessibility standards for the visually impaired. The Description is optional and will only appear in the Ektron system.
7. Click the “Add Library” button again to upload the photo to the Ektron system.

8. You will immediately be taken to a “Picture Properties” box, allowing you to make small adjustments to your image before placing it in your web page.



9. Click the large “Preview” button to view your image and any changes you make to it in this window. You can adjust the Width and Height of the image by changing the values in the available boxes. If “Maintain Aspect Ratio” is not checked then you can change width and height independently. Set the Border size (0 for no border), alignment (how text wraps around the image) and horizontal/vertical spacing before clicking the OK button.
10. Your picture will appear on your web page. You can reopen the Picture Properties box at any time by clicking once on the image to highlight it in your page, then clicking the “Picture” button in the Ektron toolbar. **Double-clicking an image will not open the Picture Properties!** It will open the Editor program instead.

Once an image has been added to the Ektron library from one page, it can be reused on any other page as many times as you wish.

Adding an existing image from the Ektron Library;

Images that have been uploaded to the Ektron Library can be added to a content block/web page in one of two ways. They can be placed in the page at full size, or they can be added as a clickable, pop-up “thumbnail” image. Thumbnails will appear on the screen as small versions of the original image. When a website visitor clicks on the image it will open in a new window at full size. This is a quick and easy way to create image galleries.

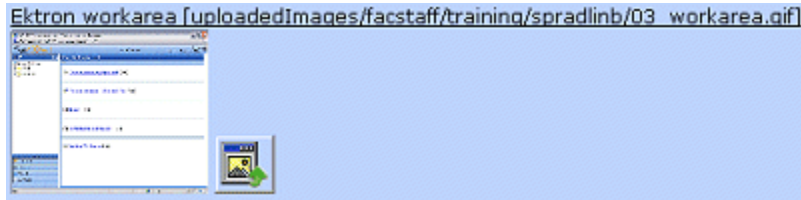
To add a full-size image to your page:

1. Edit the page you will add your image to.
2. Place your cursor in the location of the page that the image should appear.
3. Click the Library button in the Ektron toolbar.
4. In the window that appears, choose “Images” from the drop-down menu at the top if it is not already listed.
5. Double-click the small version of the image you want to add to your page. The library window will close and the “Picture Properties” box will appear.
6. Make your changes in the Picture Properties box and click the OK button to add the full-sized image to your page.

To add a thumbnail image to your page:

1. Edit the page you will add your image to.

2. Place your cursor in the location of the page that the image should appear.
3. Click the Library button in the Ektron toolbar.
4. In the window that appears, choose "Images" from the drop-down menu at the top if it is not already listed.
5. To the right of each image in your Ektron Library you will find a small "Insert Thumbnail" button.



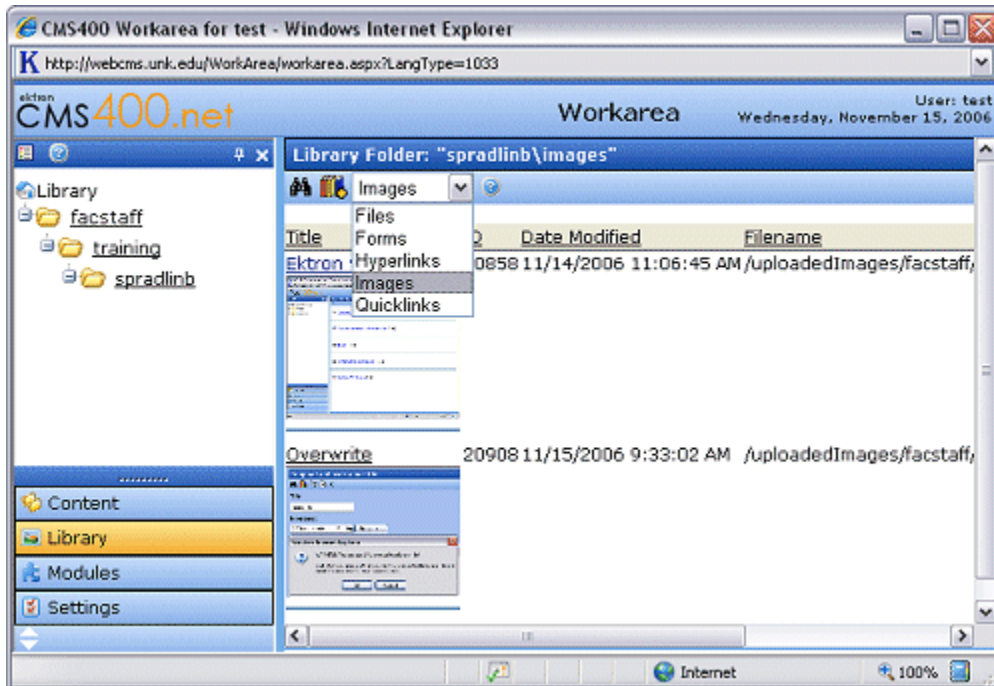
6. Click once on the button next to the image you want to add as a thumbnail to your page.
7. The Library window will close and the Thumbnail of your image will be added to your page. When the page is published and viewed online, clicking the thumbnail(s) will open the full-sized image in a new window automatically.

Images and Files in the Ektron Library can be deleted, but not while you are editing a page. The Library button in the Ektron editor toolbar only allows you to upload new images or overwrite existing images with new versions. Overwrite an image with the same steps as overwriting files. Deletions must be made from the Library section of the Ektron Workarea, as described in this guide.

The Ektron Library: Workarea Access

Images and files can be added to your Ektron Library *before* you start editing a page. This is useful if you want to upload a dozen photos for a photo gallery before adding the thumbnails to a single page. It also allows you to overwrite or change Titles and Descriptions for uploaded images and files. This is also the only place to delete images or files that you no longer use on your website.

To access the Library directly, log in to Ektron and open the Workarea window. In the bottom-left corner of the screen is the Library button.



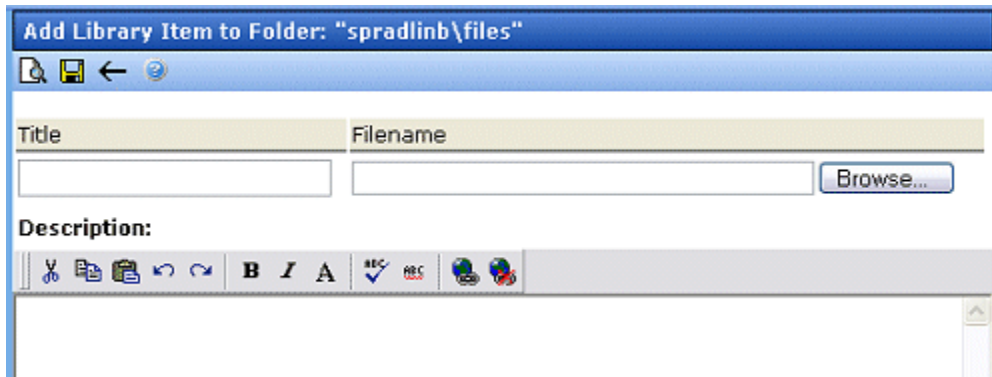
Just as with your Content, the Library will list existing folders along the left column of the window that you have access to. Clicking on each folder will display the Images, Files, Forms or Quicklinks for that particular folder. You can choose each of those views using the drop-down menu pictured in the photo above. Folders that you have full access to will include the “Add Library” button at the top. Folders that you can see but not modify will not have that button.

Adding Files or Images;

Before adding either a new file or a new image make sure that you click on the appropriate folder in the left column of the Workarea window. The current folder is listed near the top of the window beside the “Library Folder:” text. Also, choose the appropriate option from the drop-down list before attempting to add to the library. Images go into the Images category, all other files go into the Files category.

1. Click the “Add Library” button at the top of the window.

- The screen that appears will be very similar to the one used when uploading images or files within the Ektron editor:

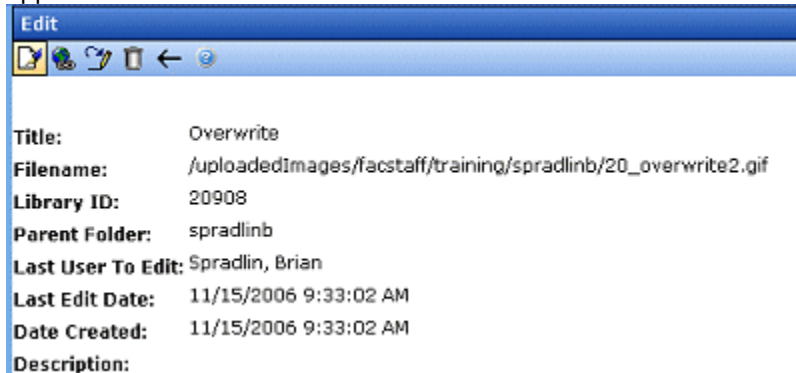


- Click the Browse button to find the image or file to upload.
- Include the required Title and optional Description.
- Click the "Save" button at the top of the screen to upload the image or file to the Ektron Library.
- The window will refresh to show you your newly uploaded file or image.

Editing existing Files or Images;

You can change the Title or Description of any file or image in the Ektron Library.

- Choose either Files or Images from the drop-down menu in the Ektron Library view to find the item you need to change.
- Click once on the name of the file or the thumbnail of the image. The details screen will appear.



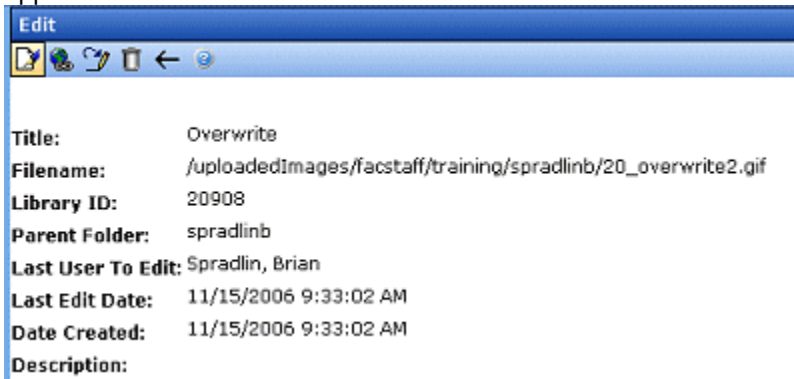
- Of the available details in this view, only the Title and Description can be updated. Click the "Edit" button highlighted in the image above to make those changes.
- Click the "Update" button once your changes have been added to save them to the Ektron Library.

Overwrite/Replace an existing File or Image;

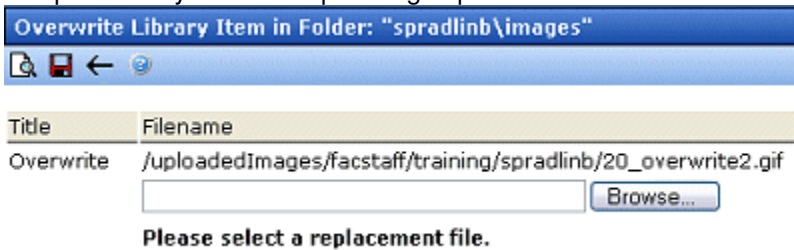
If you have an updated version of a file or image you can "overwrite" the old file in the Ektron Library with the new one. Any hyperlinks to the old image or file will remain active in your website. You do not need to update the links when a file is overwritten.

- Choose either Files or Images from the drop-down menu in the Ektron Library view to find the item you need to change.

2. Click once on the name of the file or the thumbnail of the image. The details screen will appear.



3. Click the "Overwrite" button at the top of this screen, the one with the pencil and curved arrow.
4. In the screen that appears next, click the Browse button to find the updated file on your computer that you will be uploading in place of the old file.



5. Click the "Update" button at the top to upload the new version. A warning message may appear, stating that the file name of the new image or file will be changed to match the file name of the old image or file (this keeps your existing hyperlinks working after the overwrite).
6. Your new image or file is now in the Ektron Library, and any links to them will continue working on your website automatically.

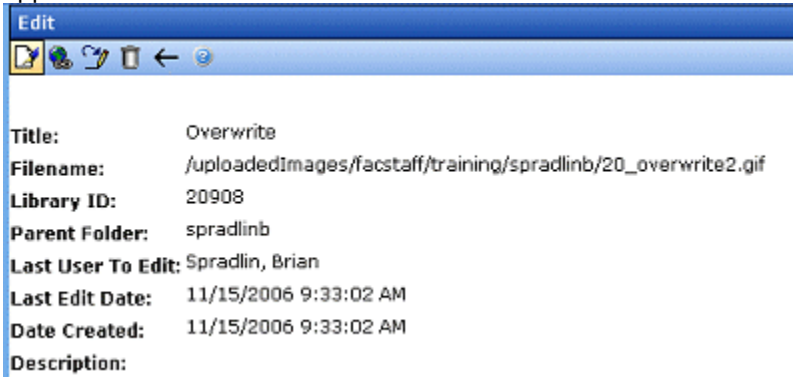
Delete an existing Image or File;

Before deleting any images or files from the Ektron Library it is strongly recommended that the "Link Search" button be used first. The Link Search button will find any pages in the UNK Ektron website that link to a file or image. This allows you to see if a link should be removed or updated before an image or file is deleted entirely.

"Link Search" a File or Image;

1. Choose either Files or Images from the drop-down menu in the Ektron Library view to find the item you need to change.

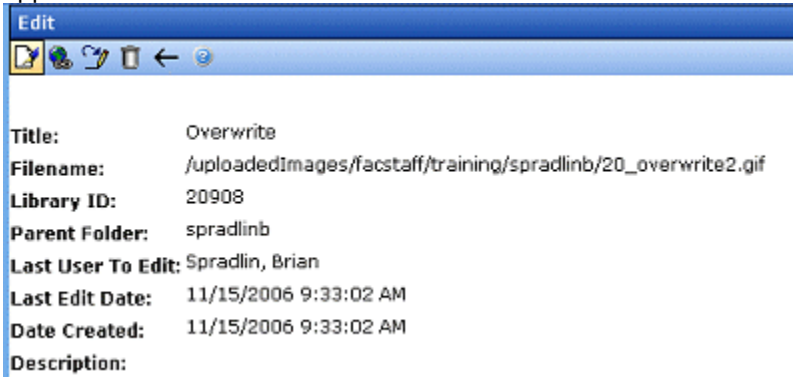
2. Click once on the name of the file or the thumbnail of the image. The details screen will appear.



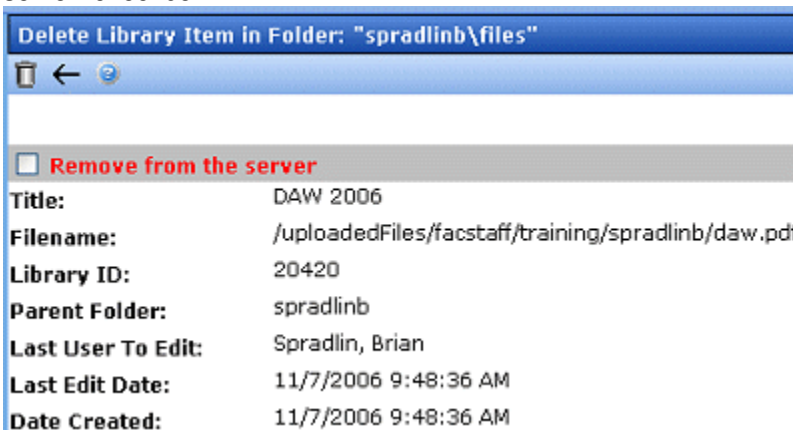
3. At the top of the Details screen, click the "Link Search" button (globe with chain link). With several thousand pages currently in the Ektron system at UNK, this search could take up to a minute or more to perform. Please be patient as the search runs.
4. Eventually you will be presented with either a listing of pages that link to your file or a "Search returned zero results" message. If zero results are found then it is safe to delete the file or image.

Delete a File or Image;

1. Choose either Files or Images from the drop-down menu in the Ektron Library view to find the item you need to change.
2. Click once on the name of the file or the thumbnail of the image. The details screen will appear.



3. Click the trash can icon to view the Delete confirmation page.
4. The confirmation page will display your file details again as well as a "Remove from the server" checkbox.



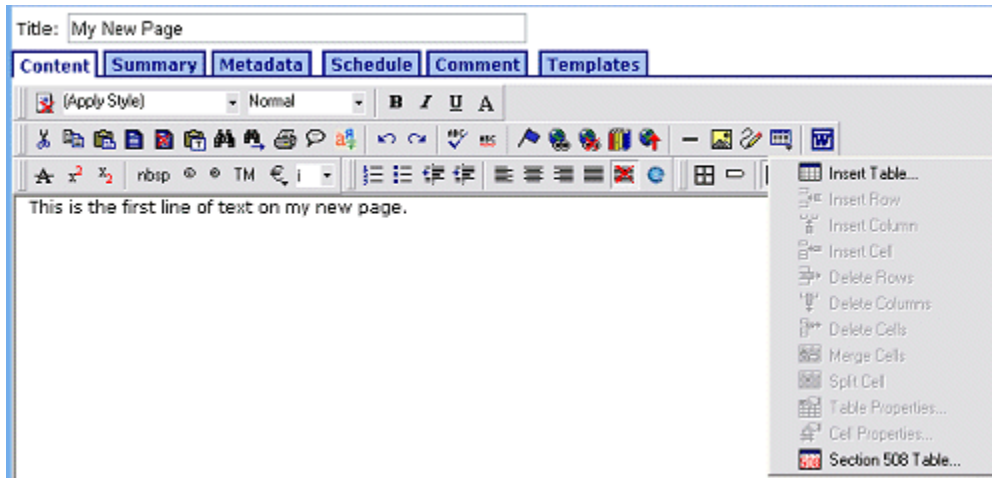
5. To delete the image or file completely, click the box next to “Remove from the server”, then click the trash can “Delete” button at the top of the screen. One final warning box will appear, asking if you are sure you want to delete. Click the OK button to finish the deletion.

Once an image or file is deleted **it cannot be recovered!** Once it is deleted from the server it is gone from the system entirely.

Using Tables in a Content Block

Tables in a web page help to line items up side-by-side in columns or top-to-bottom in rows. Many tables are used to display large batches of numbers or statistics, but there are other uses as well. Adding captions below thumbnail images is a good use for tables, as is lining up a number of images in an image gallery. Tables also have a large number of options, many of which will be described in the following pages.

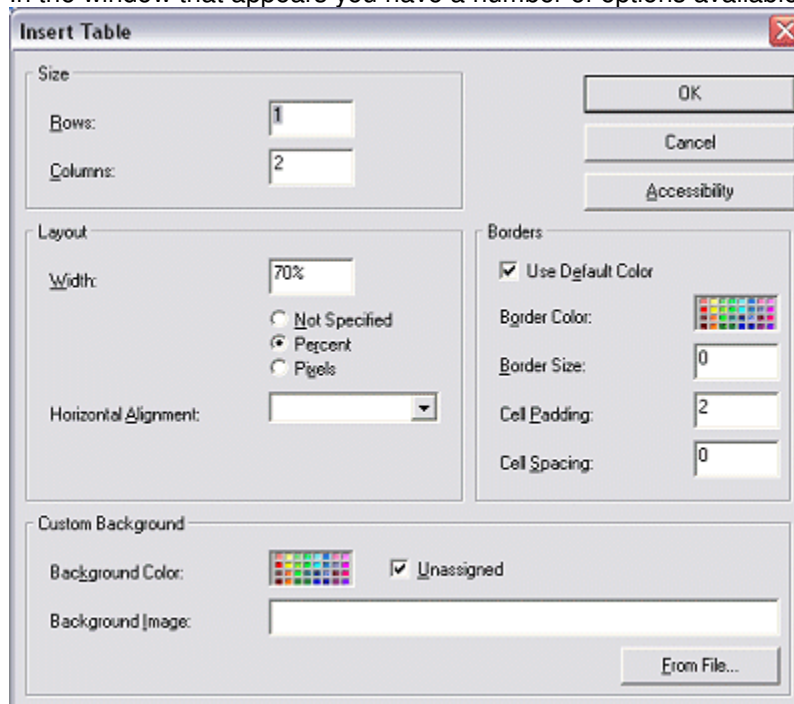
In the Ektron editor toolbar you will use the “Table” button for any additions or changes you make to an existing table or to create a completely new table.



Adding a new Table;

Tables act much like images when they are added to a page. They appear where your cursor was located and unless an alignment is set any text near the table will not wrap around it. Add a new table by selecting “Insert Table” from the Table button.

1. In the window that appears you have a number of options available:



2. The first settings you need to change are the number of rows and columns your initial table should have. You can add or remove rows and columns at any point after the table has been added to your page.
3. The Layout section is where you specify the size of the table. You can use a percentage (shrink and expand based on the size of the viewer's monitor), pixel size (exact size that does not change on any monitor) or "Not Specified" (table width will expand to fit any text or images inserted inside it).
4. You can also specify the Horizontal Alignment here. Keeping the box empty will place the table along the left side of the screen, with text not wrapping around it. Choosing Left or Right will allow any nearby text to wrap. Text will not wrap around the Center option.
5. Borders will allow you to set a size and color for the outside table border.
 - Cell Padding: space between the content of a table cell and the cell border.
 - Cell Spacing: space between one cell border and any adjacent cell border.
 Setting the Border size to "0" will make the borders invisible. Check the "Use Default Color" box to remove any border color.
6. Custom Background lets you set a background color for your entire table. All cells and the space between them will be set to the color specified here. Check the "Unassigned" box to remove any background color.
7. Click the OK button to place your table in your web page. If you set the border of your table to "0" you may need to click the "Show Borders" button to see it in the Ektron editor. While the border appears in the editor this way, it will remain "invisible" on the final published page.



When a new table, row or column are added to your content, each individual cell of the table will automatically include a single blank space. This has several uses. First, it ensures that when the page is published that any background colors in an "empty" cell still appear. Removing the blank space from an empty cell will keep the colors of that cell from appearing on the web page. The single space also gives you something to highlight, letting you select several existing cells at once, which is useful when dealing with Cell Properties later in this guide. The blank spaces are not necessary and can be deleted if you then replace them with other text or images.

Adding a Table Row or Column;

You can insert new rows or columns to your table at any time. However, there is a limitation to the current Ektron system: New rows can only be added above an existing row and new columns can only be added to the left of an existing column. Thus, you can not add a new row to the very bottom of a table, but instead it must be added just above the current last row.

1. Place your cursor in any cell of the row (or column) you want to add above (or to the left of).
2. Click the Table button in the Ektron toolbar and choose either Insert Row or Insert Column from the list.
3. Your new row or column will appear, with blank spaces inside each new cell.

Deleting a Table Row or Column;

You can delete an entire row or column by placing your cursor in a single cell OR you can delete multiple rows or columns by highlighting several adjacent cells.

1. Place your cursor in any cell of the single row or column you want to delete OR highlight several cells in multiple rows or columns.
2. Click the Table button in the Ektron toolbar and choose either Delete Row or Delete Column from the list.
3. The rows and anything in the cells will be removed from your table.

Merging and/or Splitting Cells;

There are times when you may want to have a “heading” cell that stretches across several columns of your table. You can create such cells by “merging” several adjacent cells in a single row.

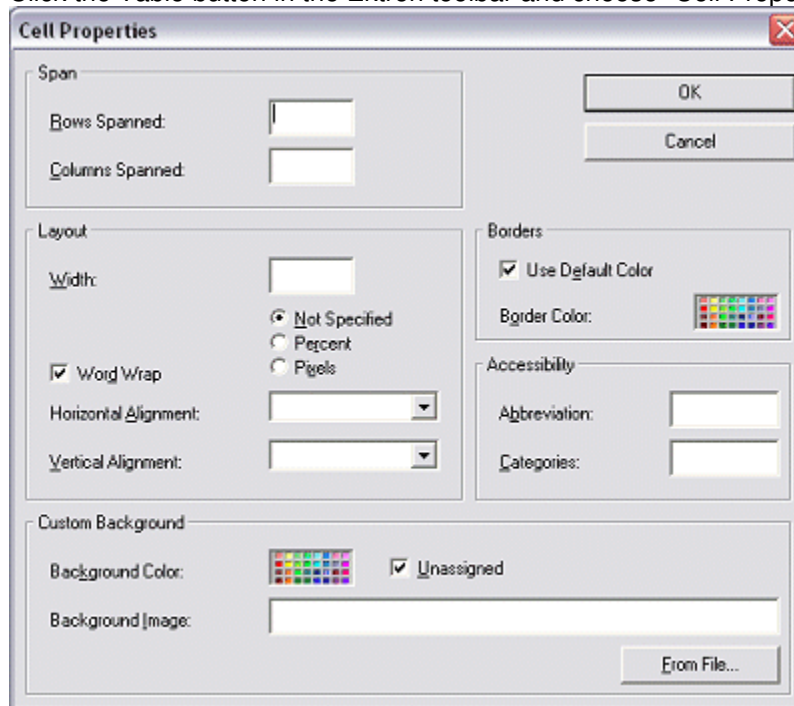
1. Highlight the content of two or more cells in a single row of your table. You cannot merge cells from a single column by highlighting with the current version of Ektron.
2. Click the Table button in the Ektron toolbar and choose Merge Cells from the list.
3. The highlighted cells will be combined into a single cell, spanning the columns below it. Any content in the original cells will be placed together in the merged cell.

Merged cells can be “split” back into their original column cells using the Split Cell option from the Table menu.

Changing Cell Properties;

Each individual cell of an existing table can be configured in a number of ways. Width, alignment, border and background colors can all be set in the Cell Properties window. You can also set identical properties in multiple cells by highlighting the content of several adjacent cells before opening the Cell Properties window.

1. Place your cursor in the single cell you want to change or highlight the content of several adjacent cells.
2. Click the Table button in the Ektron toolbar and choose “Cell Properties” from the list.



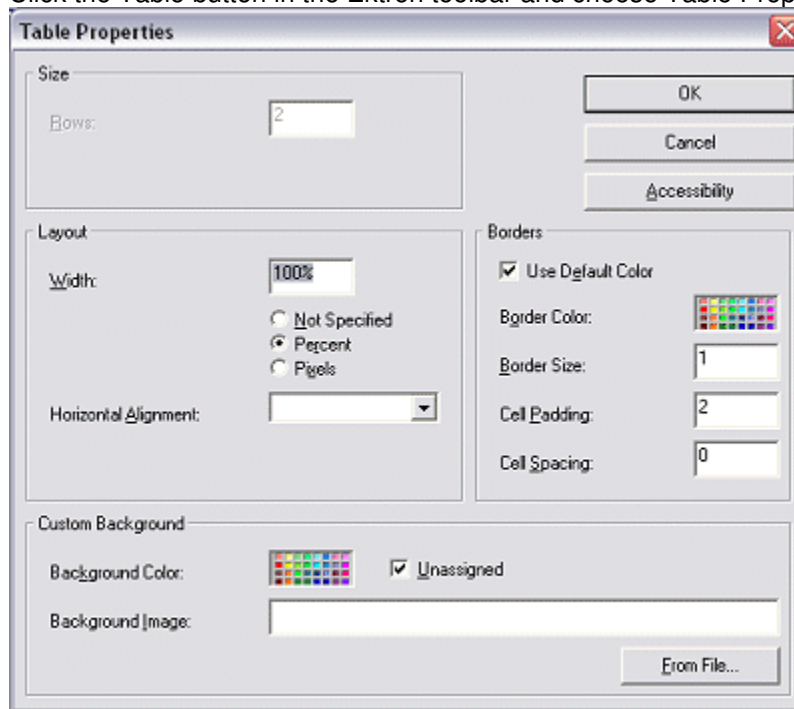
3. **Spanning:**
 - a. When you merge adjacent cells into one larger cell this is technically called “spanning” a number of rows or columns. This section of the Cell properties allows you to merge cells in rows OR columns.
 - b. Entering a number into either space will merge; the number of cells in a row to the right of the originally selected cell; the number of cells in a column below the originally selected cell.
4. **Layout:** When a table is added to a page each individual cell for every column has no set width. Thus, when you add text to one cell, it expands and all others beside it shrink.
 - a. You can set a table cell to a specific percentage or pixel size. Percentages are often easiest to use. For example, a table with four columns should have each column set to 25%.

- b. The Word Wrap option should remain checked if you want the text within the cell to wrap between lines. Unchecking this option will force all text in a cell to remain on a single line, no matter what the cell width was set to.
 - c. Horizontal and Vertical alignment affect the contents of the cell, whether it is text or an image. By default, vertical alignment will be set to “center” and should usually be changed to “top” instead.
5. **Borders:** There are just two options here. The Use Default Color will keep the same color as the overall table border. You can choose a different border color for an individual cell by clicking on the color block here.
 6. **Custom Background:** Just like the background color of the overall table, you can set a specific background color for an individual cell.

Changing Table Properties;

After a table has been inserted in your page you can adjust the settings using the “Table Properties” option.

1. Place your cursor in any cell of the table, or click anywhere on the outside border of your table to “select” it.
2. Click the Table button in the Ektron toolbar and choose Table Properties from the list.



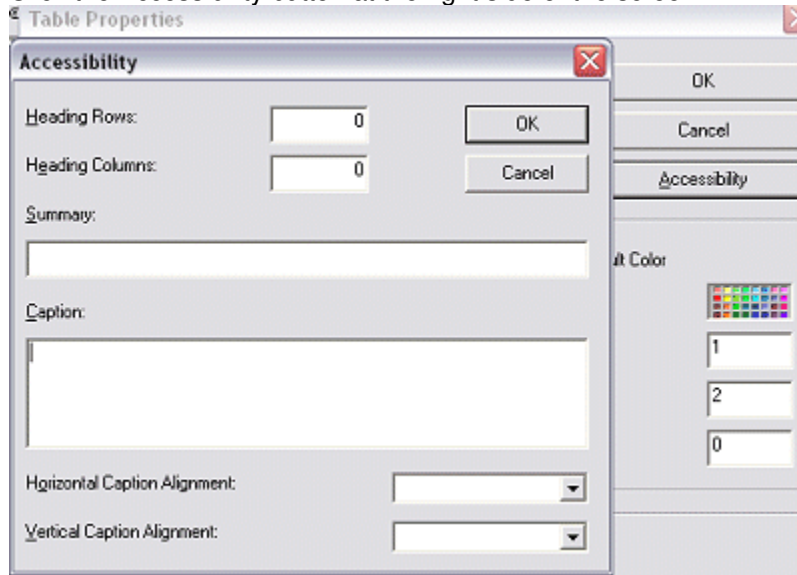
3. All of the options available here are the same as when you created your original table except for the ability to change the number of rows and columns. Simply make your changes and click the OK button.

Making Tables Accessible;

Large tables full of numbers or short-hand text can be confusing when a visually impaired person has the information read to them out loud. In order to help alleviate the confusion there is an Accessibility button in the Table Properties screen that you should use with every table you add to a page, even if it is only used to add a caption below an image. This feature is also known as “Section 508” compliance.

1. Place your cursor in any cell of the table, or click anywhere on the outside border of your table to “select” it.
2. Click the Table button in the Ektron toolbar and choose Table Properties from the list.

3. Click the Accessibility button at the right side of the screen.



4. In tables that contain a row and/or column of headings, you should specify the number of those rows and/or columns here. This helps the visually impaired to identify the text used as a heading and separate it from the text contained in the rest of the table. If your table does not use a heading row or column then leave these numbers at 0.
5. The Summary box should always be filled in for a table. This is a simple sentence describing the contents of the table. The visually impaired often have programs that read them the text on a screen out loud. These programs look for the Summary of a table and read it aloud before continuing to read the data the table contains. The Summary text **is not visible** on the website when viewed with a normal browser. It is only detected and read by certain programs.
6. The Caption will appear along the very top of any table and is used to give a short description of the table. This is not necessary if you already have a row used for this purpose or if your table contents are described immediately before the table appears in your page.
7. Horizontal and Vertical caption alignment will affect the text of the caption only.

Once you have enabled the Accessibility options, click the OK buttons to apply them to your table. For each table added to a page you should always add at least the Summary information, if nothing else.

Content History

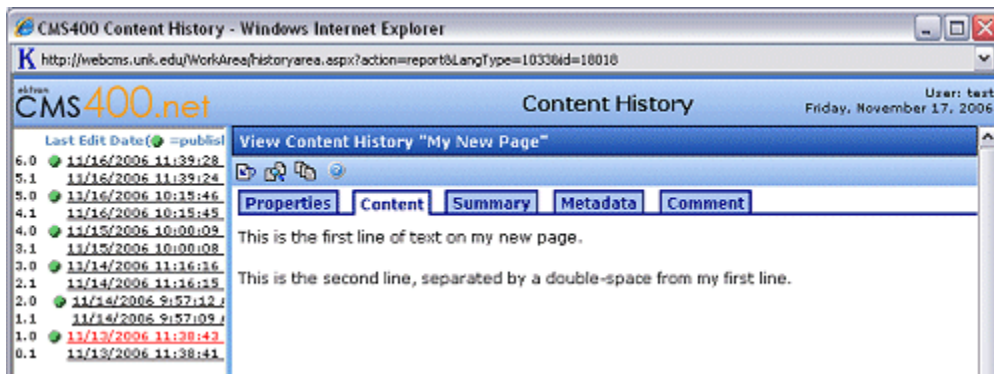
Every content block that is published, saved or checked in to the Ektron system has a “History” attached to it. The history stores all the different versions of your page that existed since the page was first created (unless some of that data is “purged” by you at a later date). Thus, you can look back to see the contents of a page at different points in time during its development.

To view the history of a particular content block you must first select the content from the Ektron Workarea. Before clicking the Edit button to make changes to the page you will find the “History” button in the same toolbar.



The first time you click the History button you may be asked to install a new ActiveX program. Simply follow the prompts on the screen.

The History window will list all versions of your page that were Saved, Checked in or Published, sorted by date and time. Any dates with green dots indicate a published page. Dates without the dots were either saved or checked in, but not published.



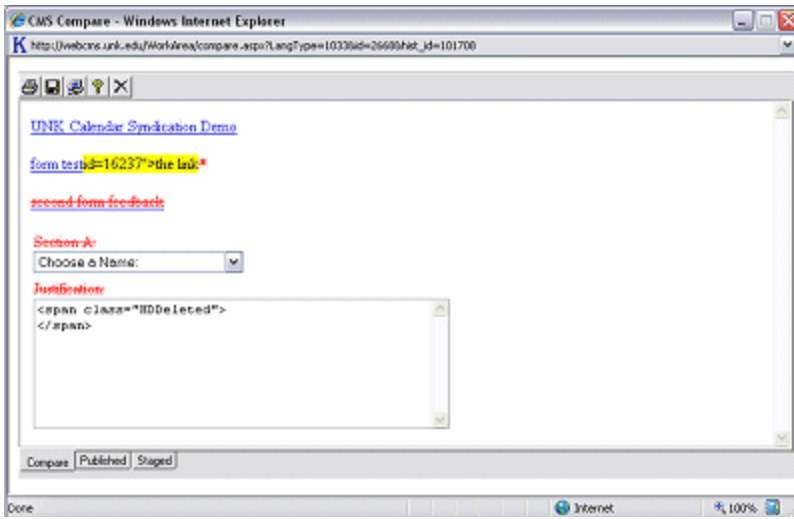
Clicking on any date will open the viewing window with the historical version of your page displayed. At this point you have a further set of options at the top of the screen:



Restore: Clicking the Restore button will place the historical version of your page back into a “checked in” state in the Ektron system. The currently-published version of your page will not be changed, but when you click the Edit button you will be presented with the older version of the page to either make adjustments to or to publish again.



View Difference: You can compare an older page to a newer page visually using the View Difference button. You may need to install another ActiveX plugin to view this window, follow the on-screen prompts if necessary. In this screen, any text in red was removed from the original version and any yellow text has been added. It is a quick way to check what has changed in a page between older and newer versions.



Deleting a Content Block

If your account has “Delete” permissions you can remove a content block from your website at any time. However, before deleting a page you should always use the “Link Search” button for that page to ensure that no other Ektron pages still link to it. Once a page is deleted it is lost forever, along with any History versions of the page.

To delete a content block;

1. In the Content area of the Ektron Workarea window, open the folder in the left-hand column containing the content you want to delete.
2. Click once on the name of the content block to open the “preview” of the page.
3. Before deleting the page, click the “Link Search” button.



- If the Link Search shows “Search returned zero results” then your page should not be linked to by any other Ektron pages in the UNK website.
4. Click the Delete button. You will be asked to confirm your deletion by clicking the OK button in the warning that appears.
 5. You will be returned to the listing of content blocks in your Workarea folder and the deleted page should be gone.

This completes the Beginner’s Guide to Ektron CMS400.net at the University of Nebraska at Kearney. There are many other features of the Ektron system that are covered in the Advanced training guide. If you have any questions or comments about Ektron please contact webmaster@unk.edu. Scheduled training can be found at <http://its.unk.edu/helpdesk/training/> through the Workshop and Registration links available there.

The topics covered in this guide are also available in on-demand video at <http://www.unk.edu/website/> under “Video Tutorials” in the menu available. They can be used as refreshers for the topics covered in class or as full, at-your-own-pace training in the basics of the Ektron system.