

Ingeniux: Web Page Basics



CENTER for Teaching, Learning, and
Technology

GOUCHER COLLEGE

410-337-6066
training@goucher.edu
www.goucher.edu/training

©2008 by Information Technology, Goucher College



All rights reserved. No part of this booklet may be used or reproduced in any form or by any means, or stored in a database or retrieval system, without prior written permission of the publisher except in the case of brief quotations embodied in critical articles and reviews. Making copies of any part of this booklet for any purpose other than your own personal use is a violation of United States copyright laws. This booklet is intended for use as a reference for faculty, staff and students of Goucher College who have or will be attending instructor led training. For information write to Goucher College, Information Technology, 1021 Dulaney Valley Road, Baltimore, Maryland 21204-2794.

Table of Contents

Special Notations and Symbols	iv
Chapter One: Getting Started	1
Requirements & First Time Use	2
What Is A CMS?	2
Logging In	3
Screen Overview	4
• <i>Notes About Navigating:</i>	5
Editing Pages	6
• <i>One: Check Out The Page</i>	6
• <i>Two: Edit</i>	7
• <i>Three: Preview</i>	8
• <i>Four (Optional): Save or Check In the Page</i>	9
• <i>Five: Publish The Page</i>	10
Deleting Published Information	11
Chapter Two: Adding New Pages And Pictures	13
Creating New Pages	14
Using A Page Creation Rule.....	15
Copying an Existing Page.....	16
• <i>Method One: Dragging From Edit Mode</i>	16
• <i>Method Two: Right Clicking From Site Content Tree</i>	16
Renaming a File	16
Adding Images	17
• <i>Image Dimensions – To Be Done Ahead!</i>	17
• <i>Uploading Images In Ingeniux</i>	18
Chapter Three: Adding File Downloads	22
Understanding Downloads	23
Make Files Available in Ingeniux	24
Adding A Linked Download	26
Adding An In-Line Link	27
Adding A Downloads Navigation List (List of Downloads)	28

Special Notations and Symbols

Notation	Example	Description
Keystroke	[ENTER]	Press Enter on the keyboard
Button/Mouse	OK	Click on OK in the current window
Menu Item	<u>T</u>ools, <u>O</u>ptions	Go to the Tools menu and select Options.

Notation	Graphic
Hot Tip!	
Important!	

Chapter One: Getting Started

In this chapter, learn how to ...

- Define a CMS
- Login
- Navigate
- Check-in and check-out a page
- Save changes
- Preview changes
- Publish changed pages
- Move a page
- Delete a page
- Rename a page

Requirements & First Time Use



The first time you login to Ingeniux, you will need to install several plug-ins. Follow the prompts to complete this process.



Your computer must be logged into the Goucher College network to use Ingeniux.



Ingeniux only works with Microsoft's Internet Explorer browser. It does not work with the Firefox browser or in Apple OSX.

What Is A CMS?

CMS stands for Content Management System. A CMS is a software program used to create a "standard" web page with input from individuals on the final content. Using a CMS, a user can update the text on specific web pages without having to know a lot about web authoring.

The CMS used at Goucher College is called *Ingeniux*, and it allows users to update the content of their websites using a web based interface that is easier than creating a web site from scratch. By using Ingeniux, the look of the Goucher web site is consistent and attractive, while at the same time many different people control the web pages that apply to their area, program, or department.

Logging In

STEPS: Logging Into Ingeniux

1. Open your Internet Explorer web browser and go to the following address: gemini.goucher.edu/goucher
2. You will see the following login screen:



In the **User Name** box, enter “**gadmin**” (without the quotes) followed by your assigned username.

3. In the Password box, enter your network password. (This is the same as your e-mail password.)
4. Click **OK**.

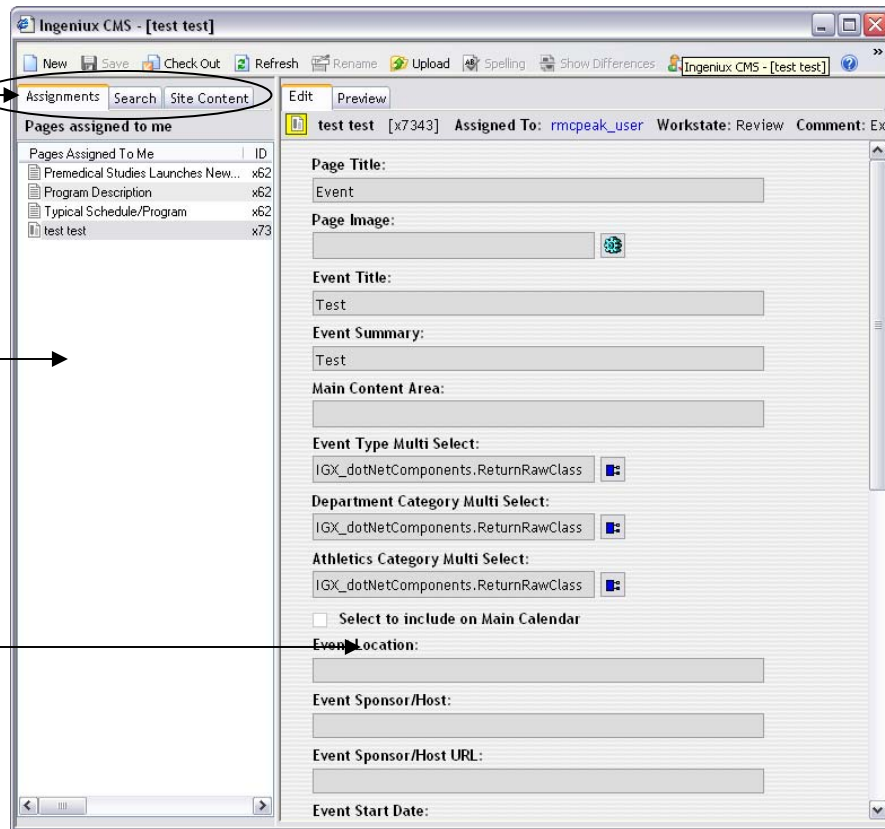
Screen Overview

After you have logged in, the following screen will appear:

**Navigation Pane
Tabs:** Currently set to
“Assignments”

**Assignments
View:** Lists pages
available to user
for editing

Edit Pane:
Check out a page
to enable editing
(See page 6)



The Assignments View is empty until you open up a page for editing. You should be able to edit all pages within your department website, whether or not they have been assigned to you.

Notes About Navigating:

- The “Site Content” view is organized according to the navigational structure of the Goucher web site. Generally, this means you will find the pages assigned to you in the same general location that they would be located from the Goucher home page.
- Drill down to the page you wish to edit using the +/- signs to expand and collapse sections in this view. (You can probably find your site in the path: **Goucher>Site Content>Homepage>Department Sites>...etc.**)
- You will not be able to access or edit pages that are grayed out, but only those that are black.

Editing Pages



The ability to edit a page is dependant on your permissions. Contact the Webmaster to request a change to your permissions if needed, either by phone at 410-337-6527 or by email to webmaster@goucher.edu.

The basic process for editing pages is as follows:

1. **Check out the page**
2. **Edit**
3. **Preview**
4. **Save or Check in the Page (Optional)**
5. **Publish**

One: Check Out The Page

To prevent multiple users from overwriting each other's work, you must "check out" a page in order to edit it. When a page is checked out, it is not available to others for editing. This means that only one person can edit a page at the same time.

Once the page is checked out, you may replace or change the visible text.

STEPS: Check out page

1. Select the page you wish to edit in the Navigation Pane.
2. Hit the **CHECK OUT** button on the toolbar.



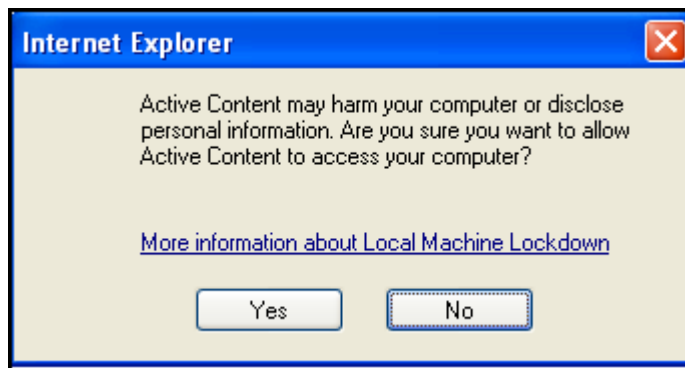
Two: Edit

Editing is usually a matter of replacing the current text with new text. Here are some tips for this process:

- Save your work before pasting in any new content.
- **Don't copy and paste directly from Microsoft Word (or any other formatted text). Formatting should be done within Ingeniux itself.**

To import formatted text from Word (or another source), first paste the text into Notepad to strip the formatting, then copy/paste into Ingeniux. You can find Notepad in Windows under **Start>All Programs>Accessories>Notepad.**

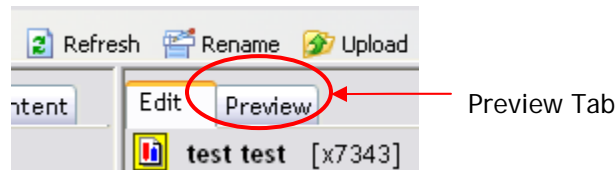
- **If you see an Active X warning when you try to paste in content choose "No."** If you choose "Yes" you will lose any changes made after your last saved version.



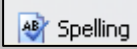
- If copying text from a Web Editor (such as Dreamweaver or FrontPage, for example), copy in the source code rather than the text itself. The source code in Ingeniux can be found by right-clicking in the main content area and choosing **View Source.**

Three: Preview

To test your changes, switch to the *Preview* tab in the editing pane to see what your changes will look like in a web page format.




While in the Edit panel, use the Spelling button on the toolbar. This will check the spelling in every field on the page.



The Spelling button icon is a small rectangle with a blue 'AB' icon and the word 'Spelling' next to it.

Whenever you preview a page, it will automatically save it. To undo any changes, return to the Edit tab and use the reverse arrow icon to undo changes in the Main Content Area (or right click in the window and undo).



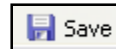
The Undo button icon is a small rectangle containing a blue circular arrow pointing to the left, followed by a red circular arrow pointing to the right. The red arrow is circled in red.

Four (Optional): Save or Check In the Page

If you are not ready to make your changes available to public, you can save your work as you go. You have two options to accomplish this:

Option #1 - Save:

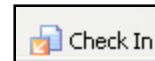
This will keep the page checked out to you when you return to Ingeniux. The page will not be available to be edited by others.



Saving your changes at this point will not change the live web page. The public will not be able to see your changes until you follow the instructions for *publishing*.

Option #2 - Check In:

This will save your changes, but also make the page available to be edited by others.



Five: Publish The Page

If you are ready for the public to see your web page, you are ready to *publish* it.

Simply select it from the Navigation pane and hit the **PUBLISH** button on the toolbar.



If your page is already opened for editing, hitting the PUBLISH button will automatically save changes and check the page back in.



Publishing can take as much as 30 to 45 minutes to complete. Don't panic if you don't see your changes on the web site right away.

NOTES ABOUT PUBLISHING

Publishing can also be controlled from the Content Tree. Right-clicking on any file or folder gives you the option to either "Mark for Publishing" or "Unmark for Publishing". Use the "Unmark" option to be sure the page does not accidentally get published until you are ready for any changes to go live.

Publishing folders also can be helpful. A folder is called a "Parent Folder" and its contents called "Children". If you publish a Parent Folder, you also publish its children. This is helpful when you want to reorder or modify automatic navigation links based on this parent/child relationship.

Moving Pages

To move a page to a new location, into a different folder for example, simply go to the **Site Content Tree** and drag the file to the correct location.

Deleting Published Information

Pages deleted from Ingeniux are not hidden from the public until the folder containing the missing page is re-published.

STEPS: Deleting Files

1. Right-click on the page and select **Delete**.
2. Right-click on the folder or parent page (or homepage of your website) where the deleted page used to be and select **Publish>Page and Children**.



This process also works for pictures or any other web content.

Exercise One

1. The class instructor will assign you a page to use for training. Find this page and check it out.
2. Make a change to the text on the page.
3. Preview the page.
4. Publish the page, and then find it using your web browser. (This may take a while. If so, don't worry. We'll come back later to check on this.)
5. Return to Ingeniux.
6. In the Site Content Tree, do you notice that some pages are black and some are gray? Why is this?

Check your answer on page 5.

If you've completed all these steps successfully, you're ready to move on to the next chapter.

Chapter Two: Adding New Pages And Pictures

In this chapter, learn how to ...

- Create a new page
- Add an existing picture to a page
- Upload and add a new picture
- Upload and add a single downloadable file
- Create a list of downloadable files

Creating New Pages

There are two ways to create new web pages using Ingeniux.



- **Using A Page Creation Rule:**

Page Creation Rules are designed to do many things at once. Not only do they select the correct page template, but they complete other processes automatically as well, such as assigning pages to specific users and placing the page correctly in the content directory. Rules save the users from extra steps and possible mistakes.

- **Copy an existing page.**

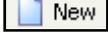
Duplicate an existing page to use as a template for a new page.

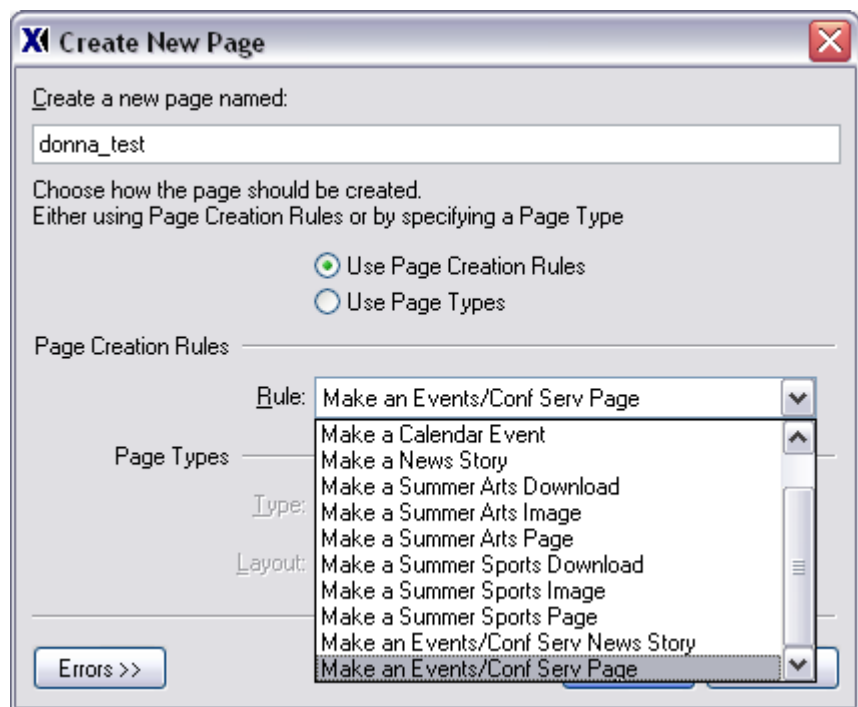
- **Using Page Types:**

Choose from a list of templates to create a specific type of page, such as a new calendar, department, or bio page. There are many different generic templates available, although some page types refer only to specific departments, such as Athletics.


Using A Page Creation Rule

STEPS: Creating a page using a rule

1. Click on the **NEW** button on the toolbar.  A *Create New Page* window will appear.
2. Type in a page name. (You can use spaces)
3. Select “Use Page Creation Rules”.
4. Using the dropdown list next to **Rules**, choose the type of page you would like to create.



5. Hit the **CREATE** button.

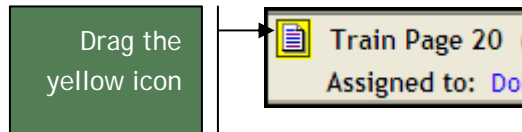
 The new page will appear in the content directory in the same place that was selected when the **NEW** button was activated. It will already be checked out and available for editing.

Copying an Existing Page

There are two methods for copying a page.

Method One: Dragging From Edit Mode

In Edit mode, drag the yellow icon at the top left of a page to a location in the Site Content tree.



Method Two: Right Clicking From Site Content Tree

1. From the site content directory, right-click on the page to be copied and choose **Copy**.
2. Right click a destination for the copied page and select **Paste**.

Renaming a File

To rename the page, click **CHECKIN**, then right-click the file in the Content Tree and choose **Rename**.

Adding Images

Image Dimensions - To Be Done Ahead!

Creating new images in Ingeniux works most efficiently when the picture file has been edited to certain standards prior to being uploaded. This must be done using an image editing program such as Adobe Photoshop.

Guidelines for Image Sizes	
PAGE POSITION	RECOMMENDED SIZE (Not required, but these dimensions work best)
Top	600 pixels wide (327 pixels tall)
Right	170 pixels wide (~250 pixels tall)
Body	Most flexibility here, but generally 280 pixels wide or less



In Adobe Photoshop, choose **Image > Image Size**.
Make sure "Constrain Proportions" is selected before you change the pixel height or width.

Uploading Images In Ingeniux

If the image you want to use on your web page is not already listed in the Site Content tree but is available from your computer, you can package it for the Ingeniux system to use.


Creating images for Ingeniux is like mailing a letter. You need to put the letter in an envelope before it goes into the Post Office system. In the same manner, you need to create an envelope for your images to make them available in Ingeniux.

This is a three-step process:

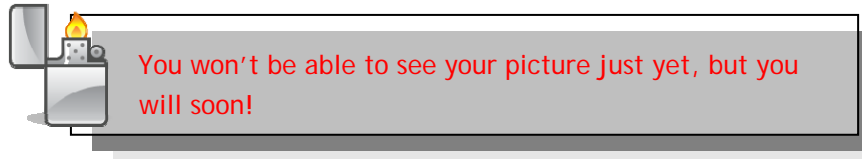
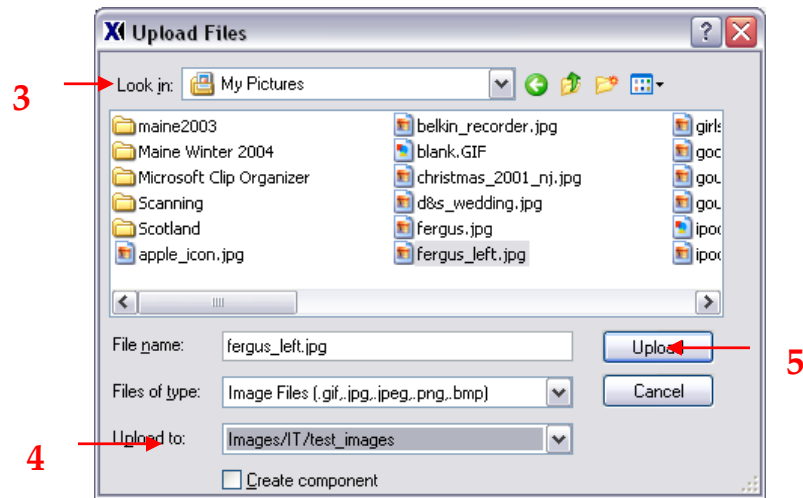
1. **Upload the picture file.**
2. **Create a new image page to be the “envelope” for the picture. This is what you will see in the Site Content tree (not the actual image).**
3. **Add the new image page from the Site Content tree to a web page.**

STEP#1: Upload the Picture File



Your departmental folder for images is called:

1. Click the **UPLOAD** button located near the middle of the toolbar in the approximate middle of the screen. 
2. Click the **BROWSE** button.
3. Find the picture file you want to use. **Don't double-click!**
4. Set the “*Upload To*” list at the bottom of the window to the correct area in the Content Tree for your department. (For example, “*Images/library*”)

5. Click the **UPLOAD** button.

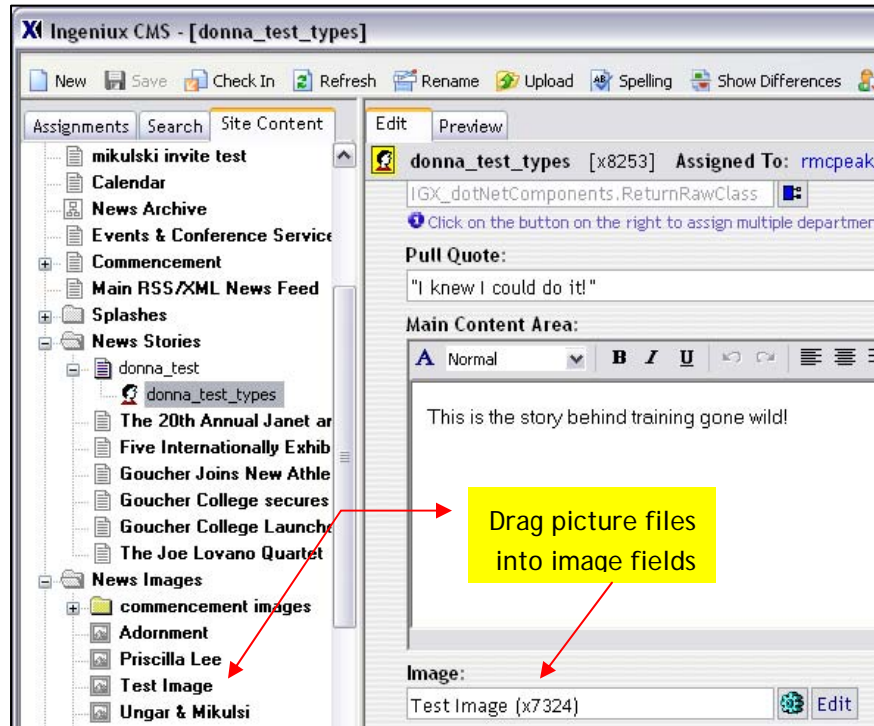


STEP#2: Create a New Image Page (“Envelope”)

1. Create a new page to be an “envelope” for your image using the *Department Image Page Creation Rule*. The steps are on page 15.
2. Your new page will appear in the Site Content Tree. Check out this page to edit it (page 6). 
3. Click in the “File” field and hit the **EDIT** button (looks like a box with 3 dots in it). 
4. Use the “Look in” box to find your new picture. (Hint: It will be in the location used in Step #4.) Select it and hit the **OK** button.
5. Check in the page (page 9).

STEP#3: Add Image Page to a Web Page

It's easy to add images to your page. Simply drag any picture file from the Site Content tree into an image field on the edit form. (Adding new pictures to the Site Content tree is covered in the previous few pages.)



Exercise Two

1. Create a new page in the Training area using your first name, “Frank’s Test Page” for example.
2. Add some contact information for yourself, such as your department, room number, and phone numbers. Save your changes.
3. Find a picture on your computer. Make sure it is sized to be a “body” picture, then upload it to Ingeniux.
4. Create a container page for your picture.
5. Add the picture to the page you created in Step #1.
6. Preview the page.
7. Check the page back in.

If you’ve completed all these steps successfully, you’re ready to move on to the next chapter.

Chapter Three: Adding File Downloads

In this chapter, learn how to ...

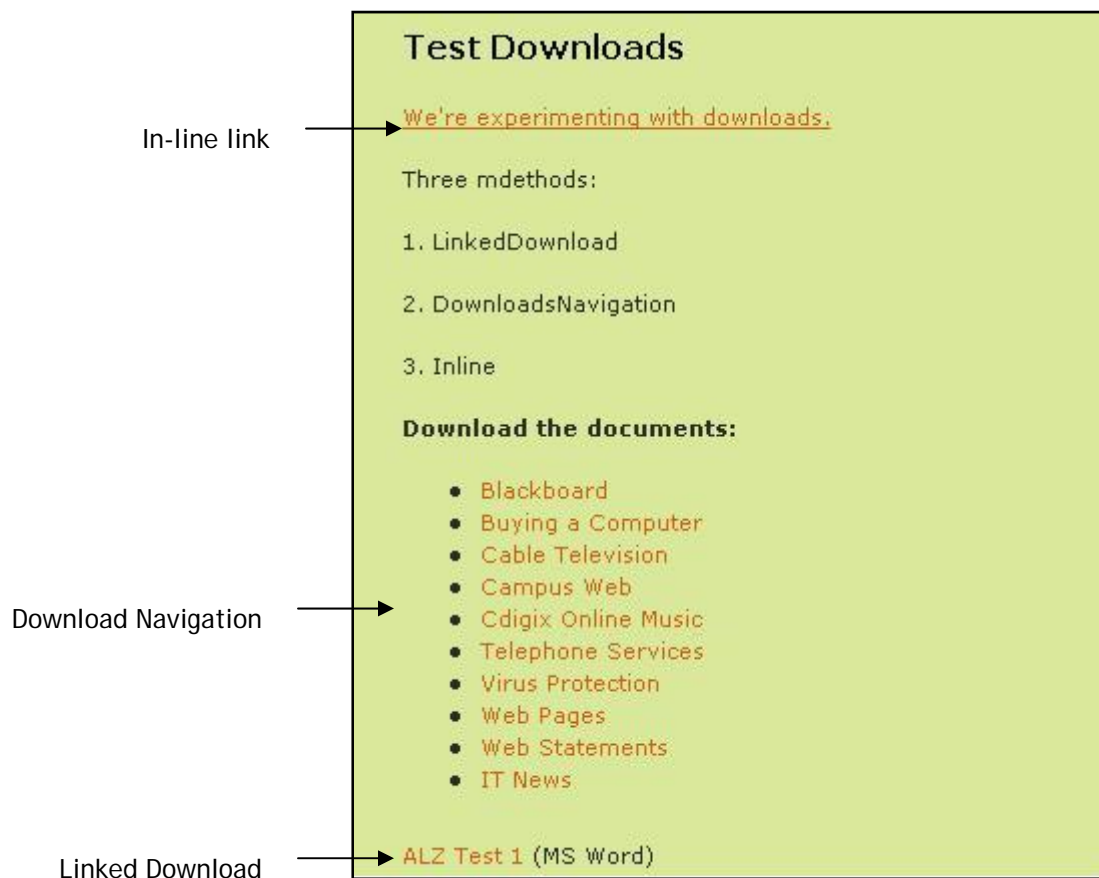
- Upload a file to Ingeniux
- Add a single uploaded file to the bottom of a page
- Add a link to a file in the middle of page text
- Create a bulleted list of multiple downloads

Understanding Downloads

Would you like to create a link that visitors could use to download a file? This could be any type of file, but most often is a pdf, Word document, or PowerPoint presentation.

There are three types of download links. They are:

- **Linked Download:** Link appearing at the bottom of a web page
- **In-lineLink:** Link appearing within the text of a web page
- **Download Navigation:** A bulleted list generated from the contents of a folder



Make Files Available in Ingeniux


Similar to adding a new picture, the process of uploading a computer file and adding it to a page is like mailing a letter through the local post office. At the post office, your letter needs to be inside an envelope before it can be delivered. The same is true for documents in Ingeniux. They must be “wrapped” in a special way to make them available.

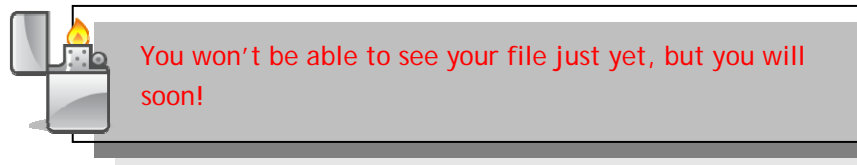
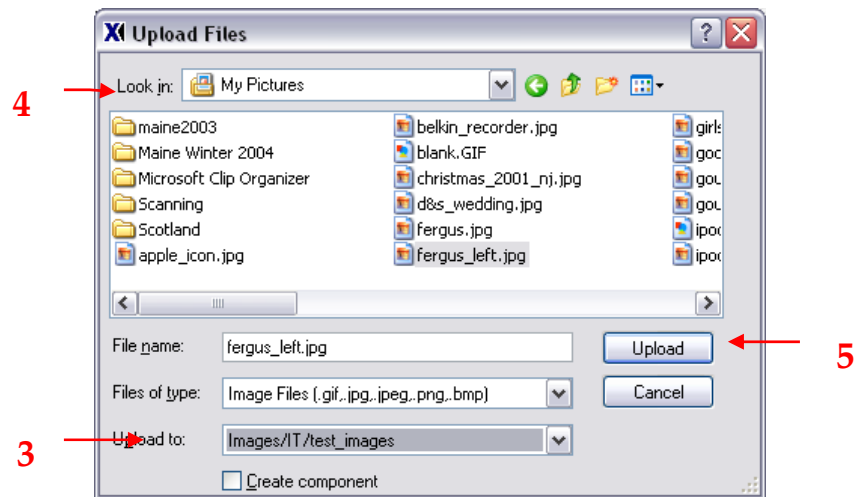
This is a two-step process:


1. Upload the file.
2. Create a container page to be the “envelope” for the file. This is what you will see in the Site Content tree to add to your web page.

Your departmental folder for downloads is called:

STEPS: Uploading a File And Creating a Container Page

1. Click the **UPLOAD** button located near the middle of the toolbar in the approximate middle of the screen.
 Upload
2. Click the **BROWSE** button. **Don't double-click yet!**
3. Set the “*Upload To*” list at the bottom of the window to the correct area in the Content Tree for your department. (For example, “*documents/library*”)
4. Find the file you want to use.
5. Click the **UPLOAD** button.



6. Create a new page that will be an “envelope” for your file. Use a Page Creation Rule to create a *Department Download*. (The steps for creating new pages are on page 15.)
7. Your new page will appear in the Site Content Tree. Check out this page to edit it (page 6).
8. Move to the “File” field and hit the **EDIT** button next to it (the button looks like a box with 3 dots in it). 
9. Use the “Look in” box to find your file and click on it. Hit the **OK** button. (Reference Step #2 above to see where your document is saved.)
10. Check in the page. (Steps on page 9.)

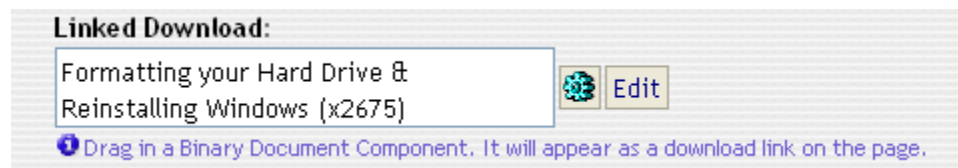
Your file will now appear as a page in the Site Content Tree. Use this page to add your file to a web page using the directions on the next few pages.

Adding A Linked Download

Linked downloads appear at the bottom of your web page. This is the easiest method for creating download links.

STEPS: Adding A Linked Download

1. Make sure you have uploaded the file and created a container page (page 24).
2. Go to the page where the download(s) should appear and make sure the page is checked out for editing.
3. Drag the container page from the site content tree into the “Linked Download” field.



A link to the file will be available at the bottom of this web page when it is published.

Adding An In-Line Link


In-line links appear within the text of the web page. This is helpful if the download is referenced within the main content of the web page itself.

STEPS: Adding an In-line Link

1. Make sure you have uploaded the file and created a container page (page 24).
2. Select the desired container page for your download from the site content tree and copy the URL using [CONTROL]+[C] on the keyboard.

DocumentURL:

```
documents/IT/Test_Documents/Active Learning Zone  
Statement.doc
```

3. Select the page where the link should appear and make sure the page is checked out for editing (page 6).
4. Select the text you wish to become a link and hit the **HYPERLINK** button on the toolbar 
5. Paste the URL into the appropriate box using [CONTROL]+[V] on the keyboard.
6. Hit **OK**.

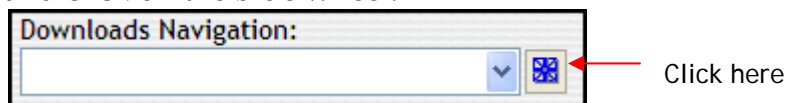
The selected text will be formatted as a link. When this page is published, visitors can click on the link to download a file to their own computer.

Adding A Downloads Navigation List (List of Downloads)

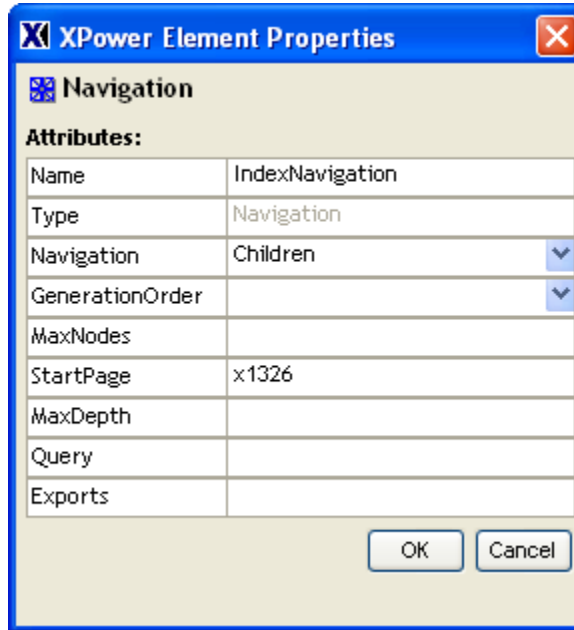
A *Downloads Navigation List* is a linked list of downloads. This is helpful if you have numerous downloads to offer on the same page. All the container pages for the downloads should be stored in the same folder in the site content tree, as this is where the list will come from. Steps for setting up this folder are included below.

STEPS: Adding A Downloads Navigation List

1. Make sure you have uploaded the file and created a container page (page 24).
2. Set up a folder on the site content tree to hold all the desired downloads. Right-click on an existing folder, select **New > Folder**, type in a name (such as “*TipsDownloads*”) and hit [ENTER] on the keyboard. Drag all the appropriate container pages for your downloads into this folder.
3. Right click on the folder you created above, select **Properties**, and write down the ID# listed for this folder.
4. Check out the page (page 6) where the bulleted list should appear. Find the “Downloads Navigation” field and click on the blue wheel.



5. Select “Children” in the *Navigation* field and type in the folder ID# from Step #3 above in the *StartPage* field. Click the **OK** button.



A list of links to every file in the folder will appear on this web page when it is published.

Exercise Three

1. Find a document file on your computer and upload it to Ingeniux.
2. Create a container page for this same file.
3. Checkout the test page created in Exercise #2 (the one with your first name in it).
4. Add the file (i.e., container page) as a “Linked Download” to the bottom of this web page. Preview the page to make sure you were successful.
5. In the text area, type in the text “Click here to download more information”. Change the text “Click here” to an in-line link using the same file (container page).
6. Test this link using the Preview feature.
7. Check-in the page and then delete it. Also delete the container page for your test document. (Did you remember to Publish the parent folder to permanently delete the page? See page 11 for more information.)