

State of Nevada



Department of Administration

Enterprise IT Services

ENTERPRISE IT SERVICES

Ektron

Content Management System (CMS)

Basic Training Guide

Revised: March 2023

Table of Contents

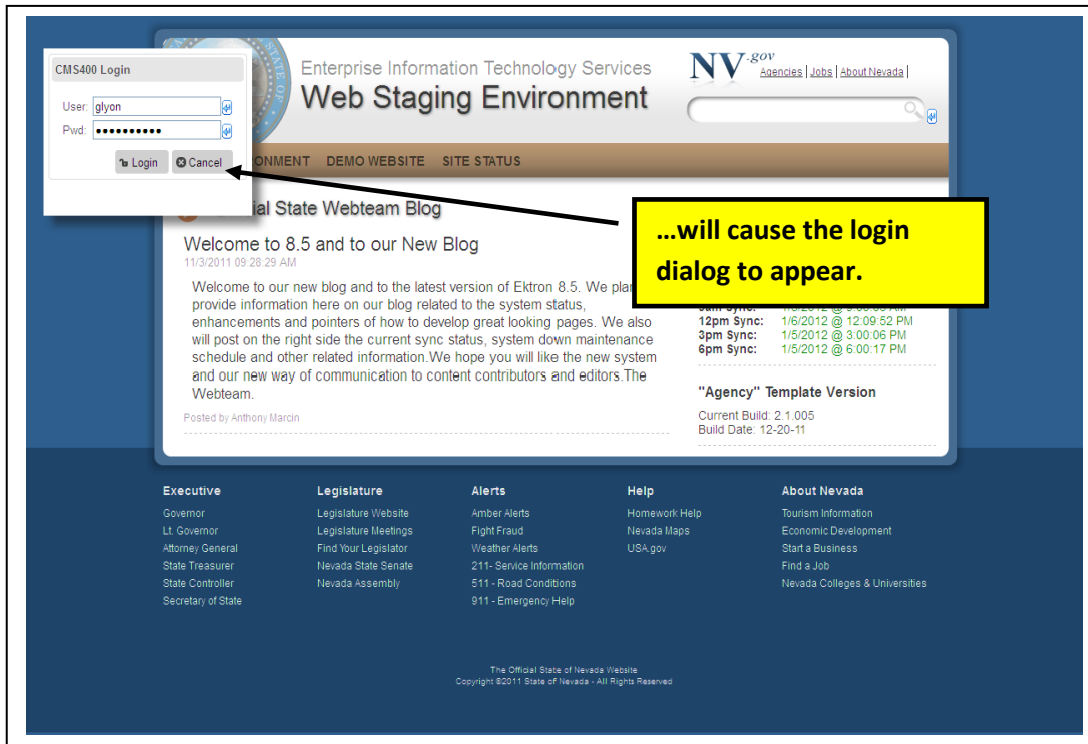
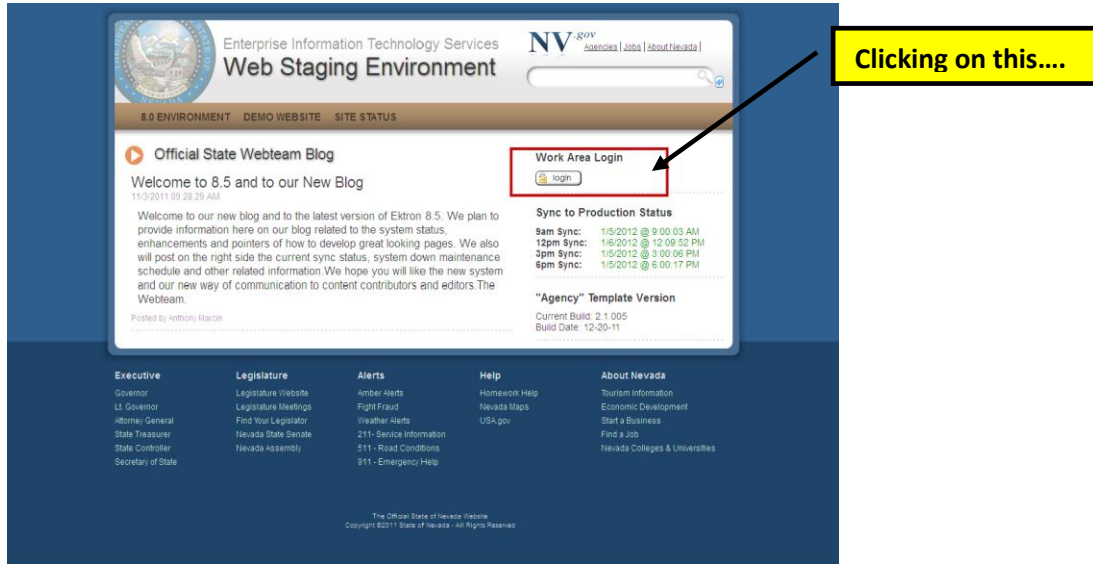
Logging In and Navigating to Your Website Folders.....	1
Metadata – What it is, How it Works	4
Template Masters (Wireframes)	10
Note: To see examples of the smart forms in the drop-down menu, please go to: http://agency.nv.gov/Pages/Pages_-_Smart_Forms/	13
Difference between Content Block title and Page Title	14
Creating a New Content Block.....	15
Create New Folder.....	17
Adding, Editing & Deleting Paragraph Headers.....	18
PAGE SmartForm	18
Page-Program & Page-Program V3 SmartForms.....	18
Creating Paragraph Headers in any SmartForm in the Paragraph Rich Area Text Field	19
Adding, Editing & Deleting Content	20
To Add Content.....	21
To Edit Content.....	22
To Delete Content	22
Header Fields.....	22
Paragraph Copy Fields	22
Link / List Fields	22
Header, Paragraph Copy & Link/List Fields	23
Create Bulleted Lists & Lists without Bullets Using Link / List Fields.....	24
Overview	24
Create Bulleted List	24

SmartForm: Page-Program V3.....	25
To create List without Bullets.....	26
Single Level List.....	26
Dual Level List.....	27
Create, Edit or Delete a Hyperlink in a Rich Area Text Field	28
Hyperlinks in a Rich Area Text Field	28
Hyperlinks in a Link / List Field	30
To create (add) a link in Smart Forms	30
To Edit (change) a link in Smart Forms.....	32
To Delete (remove) a link in Smart Forms.....	33
Paragraph Sections in a Smart Form	34
Adding a New Paragraph.....	34
Duplicating a Paragraph	35
Removing a Paragraph	35
Changing the Order of Paragraphs	35
Creating a Section 508-Compliant Table	36
Metadata - How to set Page Title, Keywords & Page Description	39
Creating a New Content Block Using Smart Forms	41
Using the Meetings & Agendas Smart Form	44
Overview44	44
Creating a New Meetings & Agendas Smart Form.....	44
Adding Meeting Blocks.....	46
Editing Meeting Blocks.....	49
Deleting Meeting Blocks.....	49
Changing Meeting Status.....	49

Publishing Content	50
Overwriting (Replacing) a Document Previously Posted.....	52
Deleting a Document or an Image Previously Posted	55
Adding Content to a Smart Form	56
Procedure for Adding a New Document to the CMS	57
To add an image to an HTML content area:.....	62
Add Image Directly to a Smart Form	64
Adding Bullets or Numbering to a Smart Form	66
How to add a Table to a Smart Form.....	67
Smart Form Page Layouts.....	71
Add Menu Categories, Items to Drop-Down Menus, Left Content Navigation.....	73
Email stateweb@admin.nv.gov to request links to be added to the top and left-navigation when you add links to the pages within your site.	73
Logging Out.....	73
Responsive Upgraded Site Options	74
Why were sites upgraded?	74
Examples of what a responsive homepage can look like	74
Responsive Smart forms include:	74
Approval Chains – Approving Content	75
How to know if an approval chain has been applied to site?	75
If you are an approver – locate content submitted for Approval	76
To Approve Content	76

Logging In and Navigating to Your Website Folders

Direct your browser to <http://staging.nv.gov> and log in using your State email login credentials.



Select the "Workarea" button...

Enterprise Information Technology Services
Web Staging Environment

8.0 ENVIRONMENT DEMO WEBSITE SITE STATUS

Official State Webteam Blog

Welcome to 8.5 and to our New Blog
11/3/2011 09:28:29 AM

Welcome to our new blog and to the latest version of Ektron 8.5. We plan to provide information here on our blog related to the system status, enhancements and pointers of how to develop great looking pages. We also will post on the right side the current sync status, system down maintenance schedule and other related information. We hope you will like the new system and our new way of communication to content contributors and editors. The Webteam.

Posted by Anthony Marcin

Work Area Login

logout workarea preview

Sync to Production Status

9am Sync:	1/5/2012 @ 9:00:03 AM
12pm Sync:	1/6/2012 @ 12:09:52 PM
3pm Sync:	1/5/2012 @ 3:00:06 PM
6pm Sync:	1/5/2012 @ 6:00:17 PM

"Agency" Template Version

Current Build: 2.1.005
Build Date: 12-20-11

Executive
Governor
Lt. Governor
Attorney General
State Treasurer
State Controller
Secretary of State

Legislature
Legislature Website
Legislature Meetings
Find Your Legislator
Nevada State Senate
Nevada Assembly

Alerts
Amber Alerts
Fight Fraud
Weather Alerts
211 - Service Information
511 - Road Conditions
911 - Emergency Help

Help
Homework Help
Nevada Maps
USA.gov

About Nevada
Tourism Information
Economic Development
Start a Business
Find a Job
Nevada Colleges & Universities

The Official State of Nevada Website
Copyright ©2011 State of Nevada - All Rights Reserved

Will open a new window displaying the Ektron workarea.

CMS400 Workarea for glylon - Mozilla Firefox

staging.nv.gov/WorkArea/workarea.aspx?LangType=1033&page=content.aspx&ContentNav=1&TreeVisible=Content&action=ViewContentByCategory&id=0

Desktop Content Library Settings Reports Help

ektron
Version: 8.50 SP4 (Build 8.5.0.356)

Folders

- optometry.nv.gov
- ots.nv.gov
- p16.nv.gov
- play.nv.gov
 - content
 - Admin
 - audits.nv.gov
 - Beltca.nv.gov
 - Dairy.nv.gov
 - Diana
 - DPS.nv.gov
 - energy.nv.gov
 - Fire.nv.gov
 - Gary
 - Home
 - Pages
 - User 1
 - User 10
 - User 2
 - User 3
 - User 4
 - User 5
 - User 6
 - User 7
 - User 8
 - User 9
 - home
 - Features
 - Judy
 - Linda
 - motorpool.nv.gov
 - PublicWorks.nv.gov
 - purchasing.nv.gov
 - SSBCI
 - Taxicab.nv.gov
 - Test
 - training.nv.gov
 - podiatry.nv.gov
 - post.nv.gov

Taxonomies

Collections

Menus

View Contents of Folder "User 1"

NEW VIEW DELETE ACTION

Title	Content Type	Created	Last Editor
Carousel	Smart Fo	06:44 AM	GLyon, GLyon
Documents	Smart Fo	60:50 AM	GLyon, GLyon
Glossary	Smart Fo	49:49 AM	GLyon, GLyon
Initiative Box	Smart Fo	54:44 AM	GLyon, GLyon
Links	Smart Form: Links	1302 A 1/9/2012 8:49:00 AM	GLyon, GLyon
Meetings and Agendas	Smart Form: Meetings & Agendas	1304 A 1/9/2012 8:50:18 AM	GLyon, GLyon
Page	Smart Form: Page	1306 A 1/9/2012 8:51:26 AM	GLyon, GLyon
Press Release	Smart Form: Press Release	1307 A 1/9/2012 8:51:59 AM	GLyon, GLyon
Slides	Smart Form: Slides	1309 A 1/9/2012 8:53:37 AM	GLyon, GLyon
Social Media Links	Smart Form: Social Media Links	1312 A 1/9/2012 8:55:15 AM	GLyon, GLyon
Staff List	Smart Form: Staff List	1308 A 1/9/2012 8:52:51 AM	GLyon, GLyon
Tabs	Smart Form: Tabs	1313 A 1/9/2012 8:55:43 AM	GLyon, GLyon

Select the plus sign (+) next to your domain name (i.e. play.nv.gov) and navigate to the folder where the page you want to edit is located.

Metadata – What it is, How it Works

Purpose: Explain how “Metatdata” works in Ektron to bring in content from other pages (content blocks).

The content in this homepage (dhhs.nv.gov)

State of Nevada
Department of Health and Human Services
Helping people. It's who we are and what we do.

NV.gov
Agencies Jobs About Nevada

HOME ABOUT US DIVISIONS ASSISTANCE PROGRAMS RESOURCES CONTACT BOARDS AND COMMISSIONS

Trending Topics

Behavioral Health and Wellness Council

Quick Links

- EBOLA TOOLKIT
- 2-1-1
- Suicide Prevention
- Medical Assistance
- Food Security
- Food Assistance
- Financial Assistance
- DHHS Fact Book
- Open Government (Budget)
- Birth and Death Certificates

WELCOME TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES' WEBSITE

The Nevada Department of Health and Human Services (DHHS) promotes the health and well-being of its residents through the delivery or facilitation of a multitude of essential services to ensure families are strengthened, public health is protected, and individuals achieve their highest level of self-sufficiency. The Department is the largest in state government comprised of five Divisions along with additional programs and offices overseen by the DHHS's Director's Office. The Department's Director, Richard Whitley, was appointed by Governor Brian Sandoval and manages nearly one-third of the state's budget.

- Welfare & Supportive Services
- Director's Office
- Aging & Disability Services
- Child & Family Services
- Health Care Financing & Policy
- Public & Behavioral Health

ABOUT US	RESOURCES	FIND ASSISTANCE	REPORTS & PUBLICATIONS
<ul style="list-style-type: none">About DHHSDHHS PresentationsPress Releases	<ul style="list-style-type: none">2-1-1Nevada Health LinkMeeting CalendarNevada Public NoticesPublic Records RequestsFormsClick here for more Resources	<ul style="list-style-type: none">Consumer Health AssistanceFamily Resource CentersFood AssistanceFinancial AssistanceMedical AssistanceFind Assistance	<ul style="list-style-type: none">Medicaid Chart PackBehavioral Health Chart PackHealth StatisticsMore Reports/Publications

STATE OF NEVADA
[Home](#)
[Directory of State Agencies](#)
[Public Notices](#)

HEALTH & HUMAN SERVICES
[Home](#)
[Divisions](#)
[Director's Office Programs](#)

FEEDBACK
[Customer Service](#)
[Feedback Form](#)

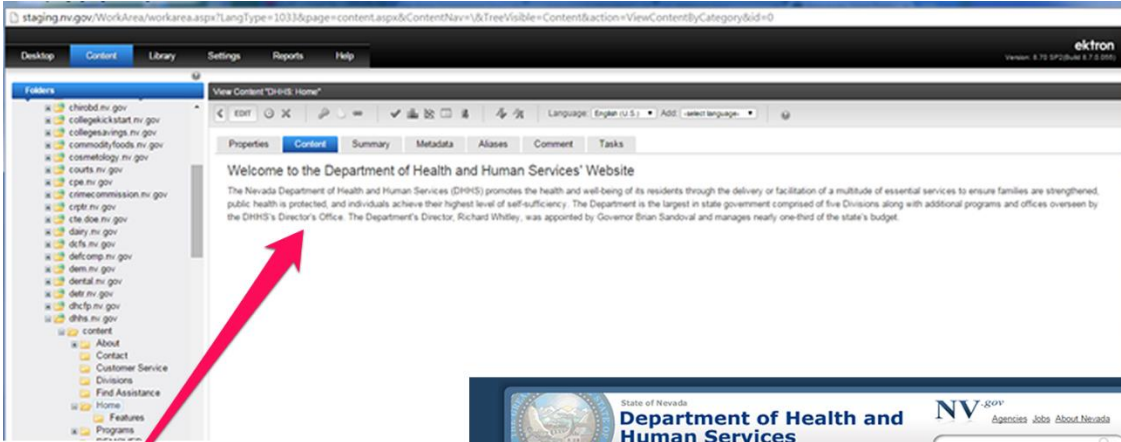
CONTACT
[Phone, FAX, Hours & Location](#)

Select Language

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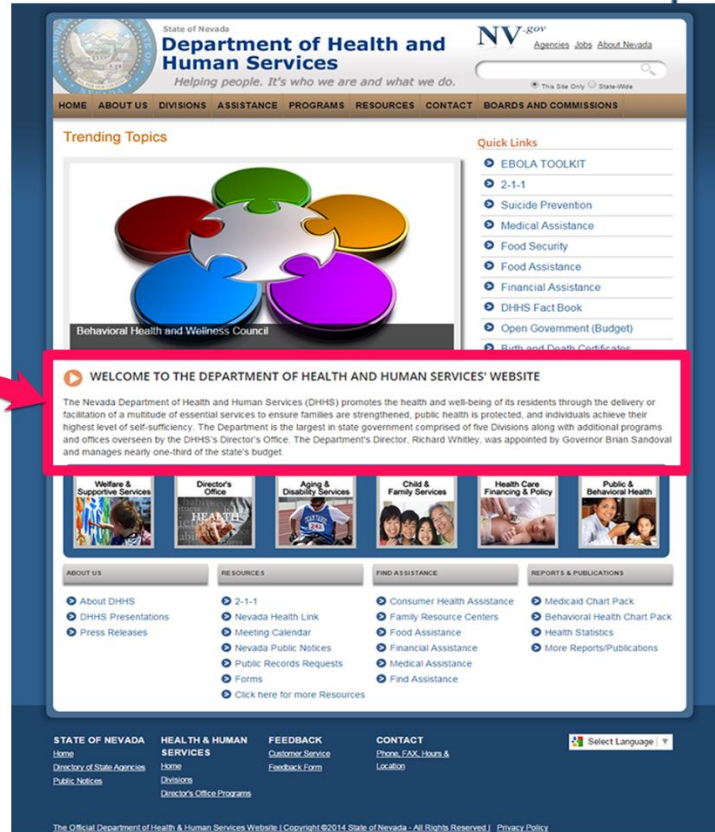
...Looks like this in the Ektron workspace for the it.nv.gov homepage.

So, you ask (hopefully), "I don't see anything other than the page heading and a single paragraph. Where is the other content coming from if it isn't here?"

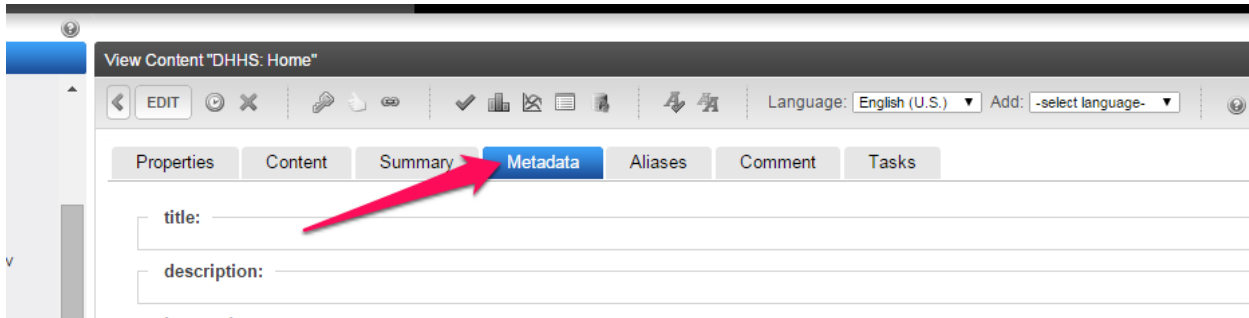


This text in the page's workspace...

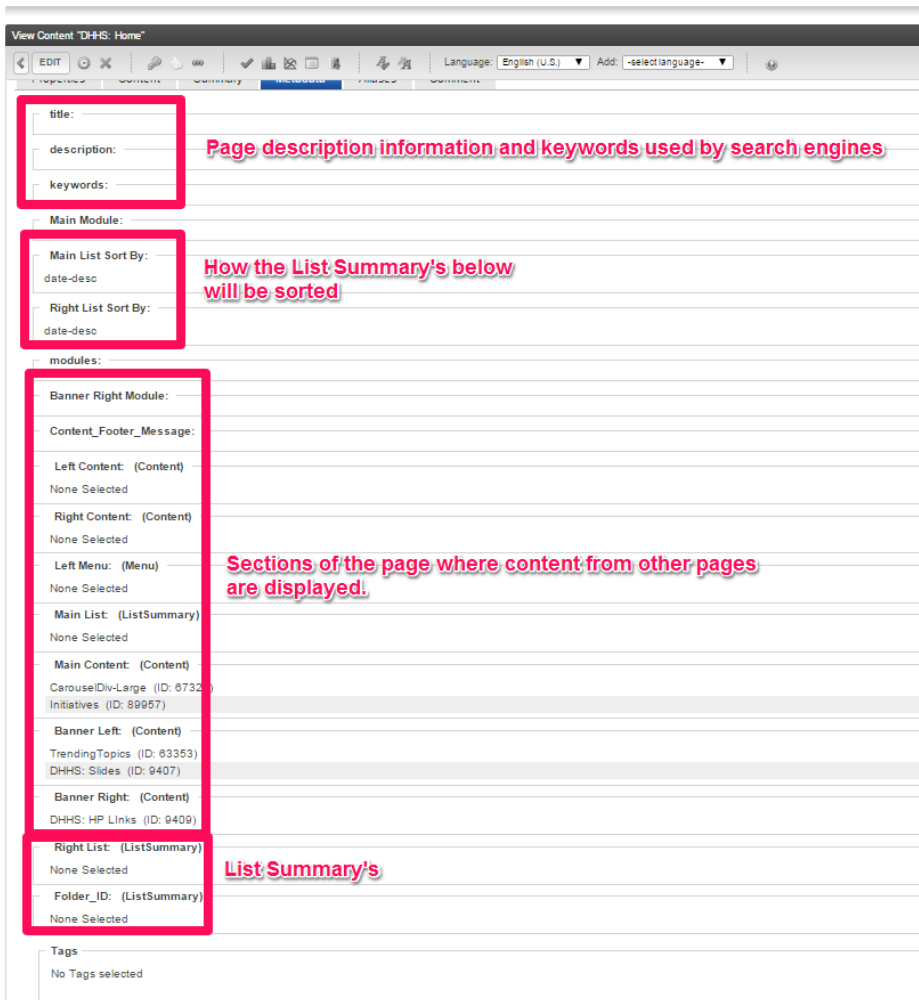
...appears here on the web page



In the Ektron Workarea, if you select the Metadata tab for the dhhs.nv.gov home page



...and you will see bolded headings at the top of each section



You will find several sections that contain links to other content blocks (pages). Any section that contains links to other pages is basically telling the system to display whatever is on the other pages in the home page.

View Content "DHHS: Home"

Language: English (U.S.) Add: -select language-

title: _____

description: _____

keywords: _____

Main Module: _____

Main List Sort By: _____
date-desc

Right List Sort By: _____
date-desc

modules: _____

Banner Right Module: _____

Content_Footer_Message: _____

Left Content: (Content) _____
None Selected

Right Content: (Content) _____
None Selected

Left Menu: (Menu) _____
None Selected

Main List: (ListSummary) _____
None Selected

Main Content: (Content)
CarouselDiv-Large (ID: 67322)
Initiatives (ID: 89957)

Banner Left: (Content)
TrendingTopics (ID: 83353)
DHHS: Slides (ID: 9407)

Banner Right: (Content)
DHHS: HP LInks (ID: 9409)

Right List: (ListSummary) _____
None Selected

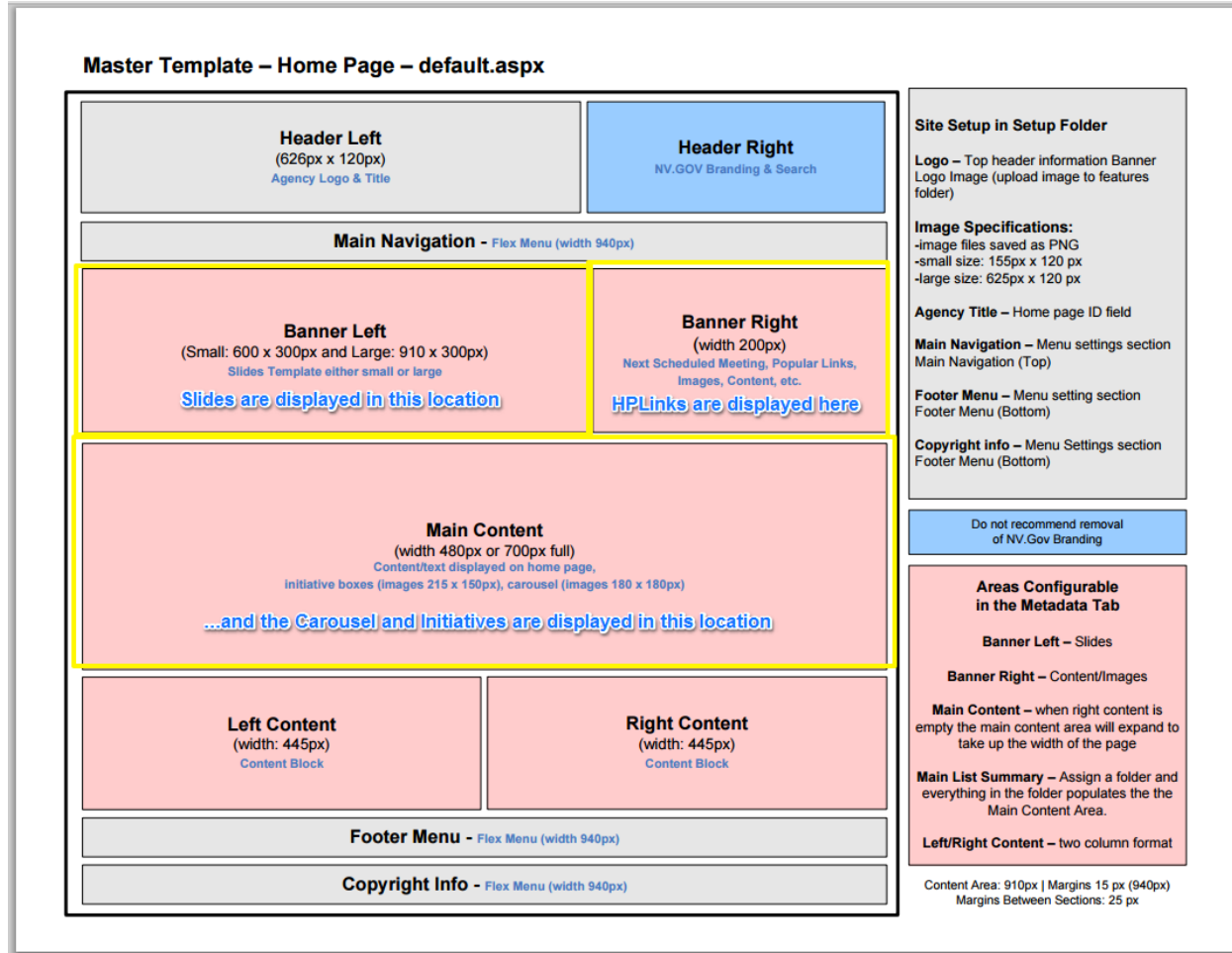
Folder_ID: (ListSummary) _____
None Selected

Tags
No Tags selected

These are the links to the other pages that contain the content that is being displayed on the homepage and the titles of the sections in the Metadata tab correspond to the sections explained in the Ektron Template Masters (Wireframes) found on <http://it.nv.gov/web>.

Note: the name and ID of each piece of content. The names and ID numbers cannot be duplicated anywhere in Ektron. When you verify the ID# before editing you know you are editing the correct content block.

Finally, to know here the content will appear you need to have a 'map' of the home page (or secondary design/template you are using). Here's the template for this site's homepage found at http://it.nv.gov/uploadedFiles/IT.nv.gov/Content/Sections/Application_Development/Web/MasterTemplates.pdf



- 1 – Displays the content from the Slides page content block
- 2 – Displays the content from the HPLinks page content block
- 3 – Displays the heading and paragraph from the home page content block 'Content' tab
- 4 – Displays the Carousel content block
- 5 – Displays the Initiative Box content block

The screenshot shows the homepage of the Nevada Department of Health and Human Services. The header includes the state seal, the department name, and the tagline "Helping people. It's who we are and what we do." Navigation tabs include HOME, ABOUT US, DIVISIONS, ASSISTANCE, PROGRAMS, RESOURCES, CONTACT, and BOARDS AND COMMISSIONS. A search bar is located in the top right.

1 - A slide titled "Behavioral Health and Wellness Council" featuring a graphic of interlocking puzzle pieces in various colors.

2 - A "Quick Links" sidebar containing a list of services: EBOLA TOOLKIT, 2-1-1, Suicide Prevention, Medical Assistance, Food Security, Food Assistance, Financial Assistance, DHHS Fact Book, Open Government (Budget), and Birth and Death Certificates.

3 - A "WELCOME TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES' WEBSITE" section with a paragraph describing the department's mission and structure.

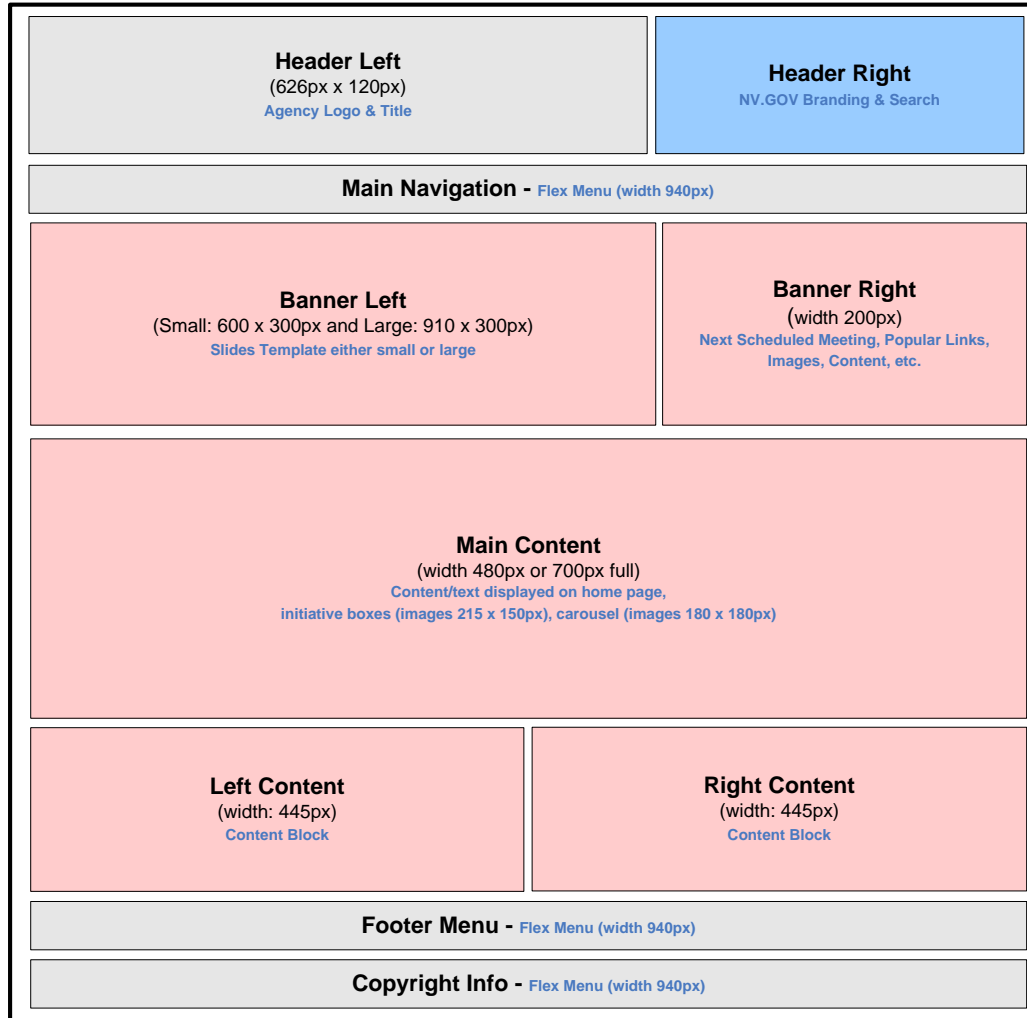
4 - A carousel of six service categories: Welfare & Supportive Services, Director's Office, Aging & Disability Services, Child & Family Services, Health Care Financing & Policy, and Public & Behavioral Health.

5 - A grid of four content blocks: ABOUT US, RESOURCES, FIND ASSISTANCE, and REPORTS & PUBLICATIONS, each containing a list of links to various services and documents.

The footer contains links for STATE OF NEVADA, HEALTH & HUMAN SERVICES, FEEDBACK, and CONTACT, along with a language selection dropdown and copyright information.

Template Masters (Wireframes)

Master Template – Home Page – default.aspx



Site Setup in Setup Folder

Logo – Top header information Banner Logo Image (upload image to features folder)

Image Specifications:
 -image files saved as PNG
 -small size: 155px x 120 px
 -large size: 625px x 120 px

Agency Title – Home page ID field

Main Navigation – Menu settings section Main Navigation (Top)

Footer Menu – Menu setting section Footer Menu (Bottom)

Copyright info – Menu Settings section Footer Menu (Bottom)

Do not recommend removal of NV.Gov Branding

Areas Configurable in the Metadata Tab

Banner Left – Slides

Banner Right – Content/Images

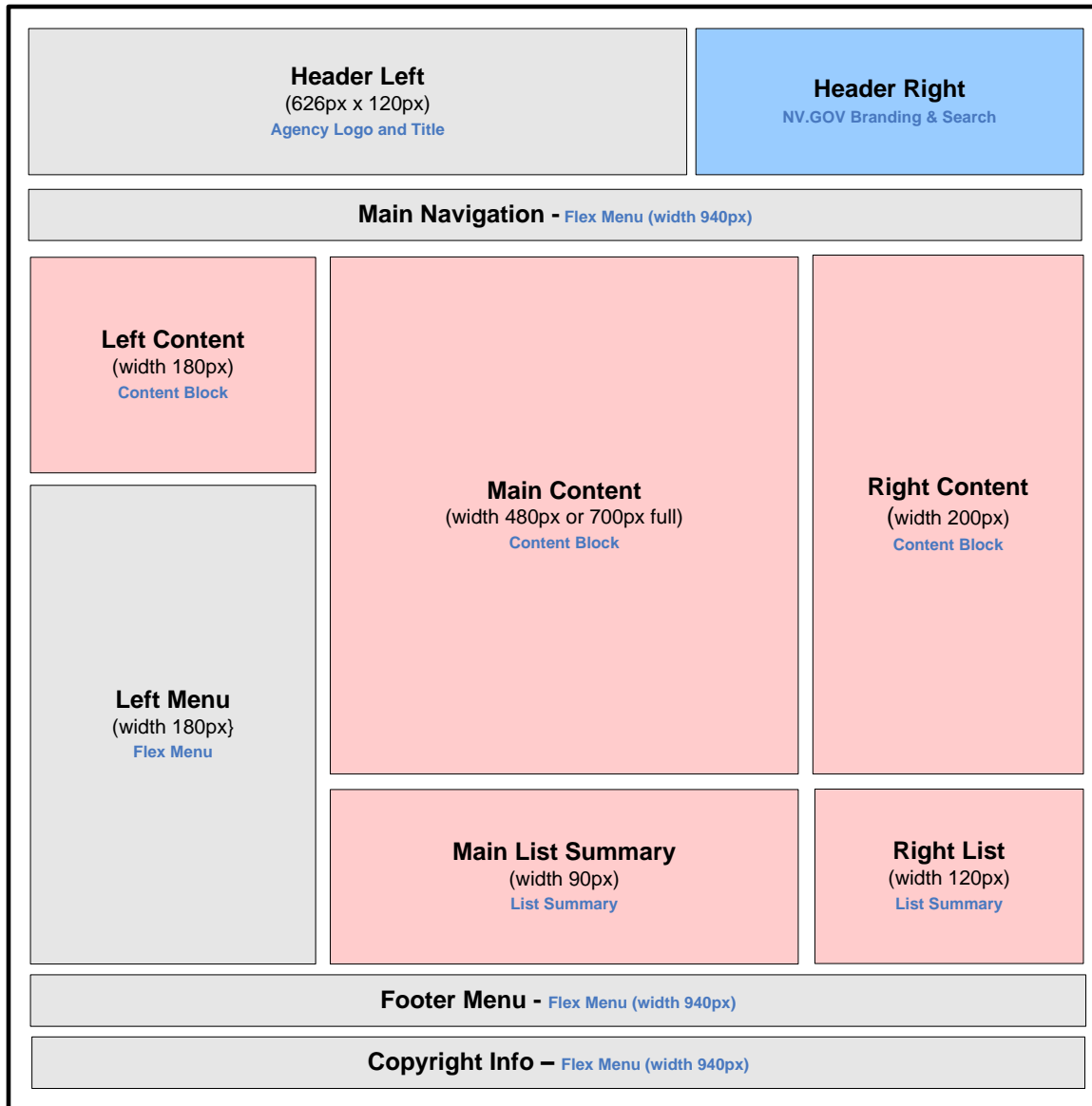
Main Content – when right content is empty the main content area will expand to take up the width of the page

Main List Summary – Assign a folder and everything in the folder populates the the Main Content Area.

Left/Right Content – two column format

Content Area: 910px | Margins 15 px (940px)
 Margins Between Sections: 25 px

Master Secondary Template – PageStyle1.aspx – Page Template



Do not recommend removal of NV.Gov Branding

Configuration in **/layouts/config.xml**

Agency Title – Home page ID field

Main Navigation – Menu settings section Main Navigation (Top)

Left Menu – mirrors Main Navigation (left)

Footer Menu – Menu setting section Footer Menu (Bottom)

Copyright info – Menu Settings section Footer Menu (Bottom)

Logo – Top header information Banner Logo Image (upload image to features folder)

Image Specifications:
 -image files saved as PNG
 -small size: 155px x 120 px
 -large size: 625px x 120 px

Areas Configurable in the Metadata Tab

Main Content – when right content is empty the main content area will expand to take up the width of the page

Main List Summary – Assign a folder and everything in the folder populates the list summary

Content Area: 910px | Margins 15 px (940px)
 Margins Between Sections: 25 px

Creating a New Content Block

In the Workarea click on the folder that you want to create a new content block in.

The screenshot shows the 'Folders' panel on the left with a tree view of folders. The 'Board' folder is highlighted. A red arrow points to it from the text 'Click on appropriate folder in this area'. The right panel shows the 'View Contents of Folder "Board"' with a table of content items.

Title	Content Type
Board	Smart Form: Page - Program
Board Members and Staff	Smart Form: Staff List
Bulletins	Smart Form: Page - Program
FundingHeader	HTML Content
fundingTxt	Smart Form: Page
Members	Smart Form: Staff List
Mission	Smart Form: Page - Program
Newsletters	Smart Form: Documents
Regulations/Statutes	Smart Form: Page - Program

Click on the "NEW" button on the right side of your screen.

The screenshot shows the 'NEW' button in the top right panel of the 'View Contents of Folder "Board"' interface. A red arrow points to it from the text 'Click the NEW button'.

Choose either HTM Content, HTML Form/Survey or choose SMART FORM from the drop-down menu and then choose the appropriate smartform from the drop-down menu.

The screenshot shows a web application interface with a navigation menu at the top (Desktop, Content, Library, Settings, Reports, Help) and a left sidebar for 'Folders'. The main area displays 'View Contents of Folder "Board"'. A 'NEW' dropdown menu is open, listing content types such as Folder, Blog, Discussion Board, Community Folder, Calendar, Catalog, DxH Content, HTML Content, HTML Form/Survey, Smart Form, and DMS Document. The 'Smart Form' option is highlighted with a red box and an arrow. A second red box highlights a sub-menu of smart form templates, including Links, Glossary, Meetings & Agendas, Documents, Page, Press Release, Staff List, Slides, Carousel, Initiative Box, Social Media Links, Tabs, Service Catalog, YouTube, Page - Program, and Countdown Clock. Red text overlays read 'Select "Smart Form"' and 'Select smarform template'.

Note: To see examples of the smart forms in the drop-down menu, please go to:
<http://agency.nv.gov/Pages/Pages - Smart Forms/>

Difference between Content Block title and Page Title

The screenshot shows the 'Edit Content in Folder "ALL"' interface. At the top, the 'Title' field is set to 'Grant_Applications'. A red arrow points to this field with the annotation: **Content Block title seen in Ektron workarea - Best not to change - if you have to change it you must re-link all links to this page manually. This also is part of the file name seen in the url (address bar).**

Below the title, the 'Fields' section contains a 'Page Title (optional):' field with the text 'Applications - Grant and Funding Request'. A red arrow points to this field with the annotation: **Page title can be changed and is displayed on page in web browser**.

The main content area contains a text block with the following text: 'The FY15 Justice Assistance Grant (JAG) Request for Application (RFA) is available for download February 2, 2015. The due date for applications is March 31, 2015. Files to download include: the Grant Application form, Budget Excel form, JAG Request for Application (RFA) and the Certification/Assurances form PDF or in Word, and Waiver for non-profits if applicable. It is recommended for applicants to download the Detailed Guide for Application for specific details. Off-Highway Vehicle Funding Request Applications will be available February 12, 2015.'

Below the text block, there are sections for 'Style (choose layout type):' with radio buttons for 'Style 1', 'Style 2', and 'Style 3'; 'Display Index at top:' with a dropdown menu set to 'No'; 'Documents' with 'Category Title:' and 'Category Description:' fields; and 'Document' with 'Document Title:' and 'Document Date:' fields.

Creating a New Content Block

In the Workarea click on the folder that you want to create a new content block in.

The screenshot shows the Workarea interface. On the left, a 'Folders' pane lists various government entities and their content folders. The 'Board' folder is highlighted. On the right, the 'View Contents of Folder "Board"' pane shows a list of content items. A red arrow points to the 'Board' folder in the left pane, with the text 'Click on appropriate folder in this area' overlaid.

Title	Content Type
Board	Smart Form: Page - Program
Board Members and Staff	Smart Form: Staff List
Bulletins	Smart Form: Page - Program
FundingHeader	HTML Content
fundingTxt	Smart Form: Page
Members	Smart Form: Staff List
Mission	Smart Form: Page - Program
Newsletters	Smart Form: Documents
Regulations/Statutes	Smart Form: Page - Program

Click on the "NEW" button on the right side of your screen.

The screenshot shows the Workarea interface. The 'NEW' button in the top right pane is highlighted. A red arrow points to the 'NEW' button, with the text 'Click the NEW button' overlaid.

Title	Content Type
Board	Smart Form: Page - Program
Board Members and Staff	Smart Form: Staff List
Bulletins	Smart Form: Page - Program
FundingHeader	HTML Content
fundingTxt	Smart Form: Page
Members	Smart Form: Staff List
Mission	Smart Form: Page - Program
Newsletters	Smart Form: Documents
Regulations/Statutes	Smart Form: Page - Program

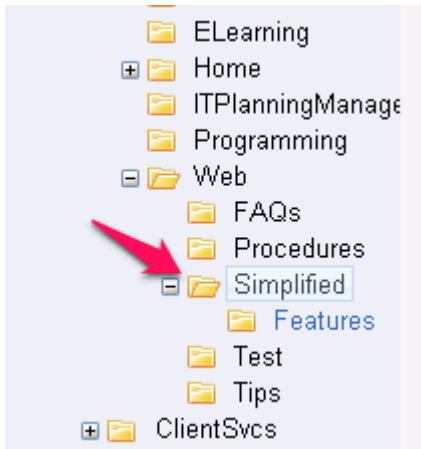
Choose either HTM Content, HTML Form/Survey or choose SMART FORM from the drop-down menu and then choose the appropriate smartform from the drop-down menu.

The screenshot shows a web-based content management system. On the left is a 'Folders' tree with various government agency folders. The main area is titled 'View Contents of Folder "Board"'. At the top of this area are buttons for 'NEW', 'VIEW', 'DELETE', and 'ACTION'. The 'NEW' button is open, displaying a list of content types: Folder, Blog, Discussion Board, Community Folder, Calendar, Catalog, DxH Content, HTML Content, HTML Form/Survey, Smart Form, DMS Document, Newsletters, Regulations/Statutes, and Scope. The 'Smart Form' option is highlighted with a red box and a red arrow. A second red box highlights a sub-menu of smart form templates, including Links, Glossary, Meetings & Agendas, Documents, Page, Press Release, Staff List, Slides, Carousel, Initiative Box, Social Media Links, Tabs, Service Catalog, YouTube, Page - Program, and Countdown Clock. Red text overlays read 'Select "Smart Form"' and 'Select smarform template'.

Note: To see examples of the smart forms in the drop-down menu, please go to: <http://agency.nv.gov/Pages/Pages - Smart Forms/>

Create New Folder

In the Ektron Workarea navigate to and right-click on the folder you wish to add a folder to.



When the drop-down menu appears click the ADD folder option and name the folder in the window that appears.

ADD FOLDER

Properties | Taxonomy | Templates | Flagging | Metadata | Web Alerts | Smart Forms | Breadcrumb | Aliasing

Name: 2016

Description:

Style Sheet:

(leave blank to inherit)

Office Documents: Publish as PDF*

Please Note: PDF generation must also be enabled in the configuration file of the Ektron Windows Service.
*(existing documents are not converted until re-published)

Content Searchable: Inherit parent configuration

Content Searchable

Please Note: If you check the 'Content Searchable' check box, new content is searchable by default.
*(existing content is not affected.)

Display Settings: Inherit parent configuration

Display All Tabs

Display Summary Tab

Display MetaData Tab

Display Aliasing Tab

Display Schedule Tab

Display Comment Tab

Display Templates Tab

Display Taxonomy Tab


Please Note: If you check only 'Display All Tabs' check box, it will display all Tabs when you create or edit content.
*(If not, it will only display selected Tabs.)

Adding, Editing & Deleting Paragraph Headers

Some smartforms like Page, Page-Program and State: Page-Program V3 have a special Paragraph Header field.

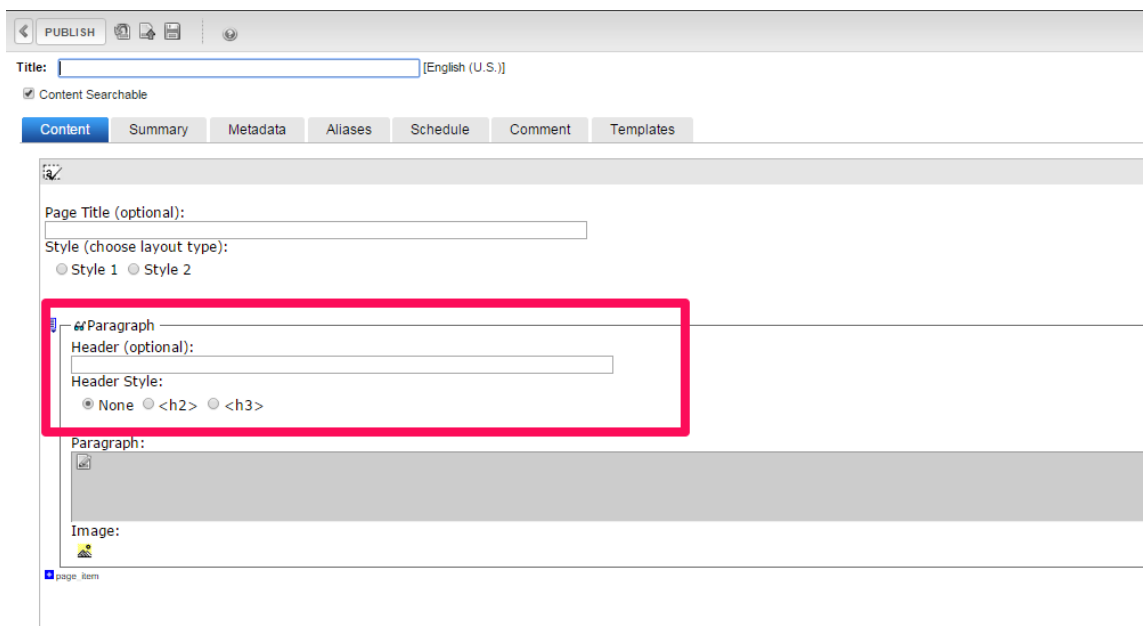
PAGE SmartForm

The Page SmartForm allows you to pick either a <h2> heading or an <h3> heading. Just type the subtitle into the Paragraph Header (optional) field and click the button for an <h2> or an <h3> heading. Heading samples are shown below. To edit, just highlight the text you don't want and type what you do. To delete, highlight and press delete key.

 PAGE - PARAGRAPH HEADERS <h1> heading

Subtitle 1 <h2> heading

Subtitle 2 <h3> heading



The screenshot shows the Page SmartForm interface. At the top, there is a 'PUBLISH' button and a language dropdown set to 'English (U.S.)'. Below that is a 'Content Searchable' checkbox. A navigation bar includes 'Content', 'Summary', 'Metadata', 'Aliases', 'Schedule', 'Comment', and 'Templates'. The main content area has a 'Page Title (optional):' field. Below it is a 'Style (choose layout type):' section with radio buttons for 'Style 1' and 'Style 2'. A red box highlights the 'Paragraph' section, which contains a 'Header (optional):' field and a 'Header Style:' section with radio buttons for 'None', '<h2>', and '<h3>'. Below the header field is a large text area for the paragraph content, and an 'Image:' field with a small icon.

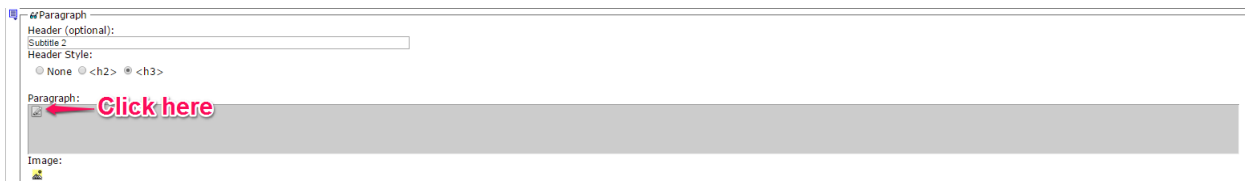
Page-Program & Page-Program V3 SmartForms

The Page-Program V3 SmartForm allows you to enter only an <h2> heading in the Paragraph Header field.

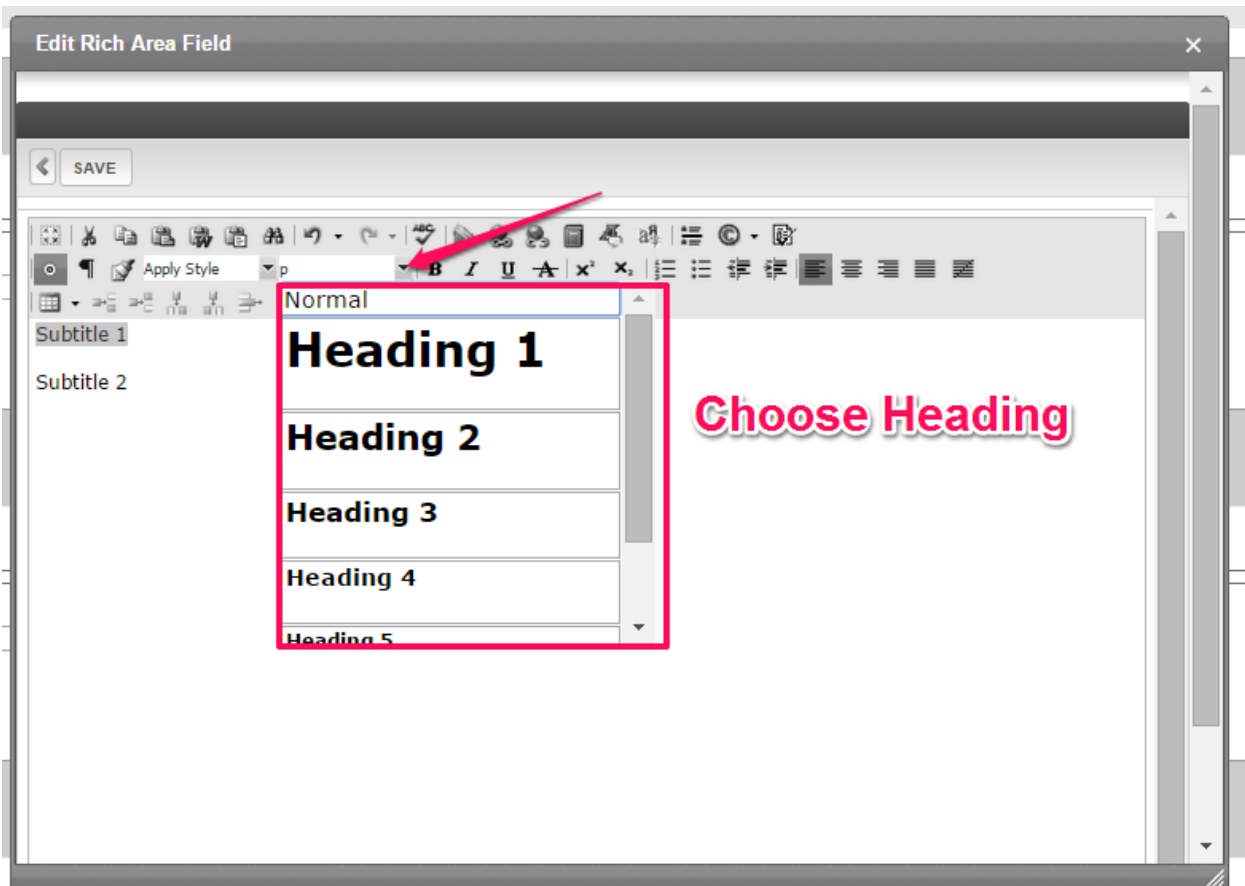
You can also create <h1>, <h2> & <h3> headings in any page description Rich Area Text field. Go to the next page to find out how.

Creating Paragraph Headers in any SmartForm in the Paragraph Rich Area Text Field

To create a header in any smart form, open the Paragraph field by clicking on the edit icon.



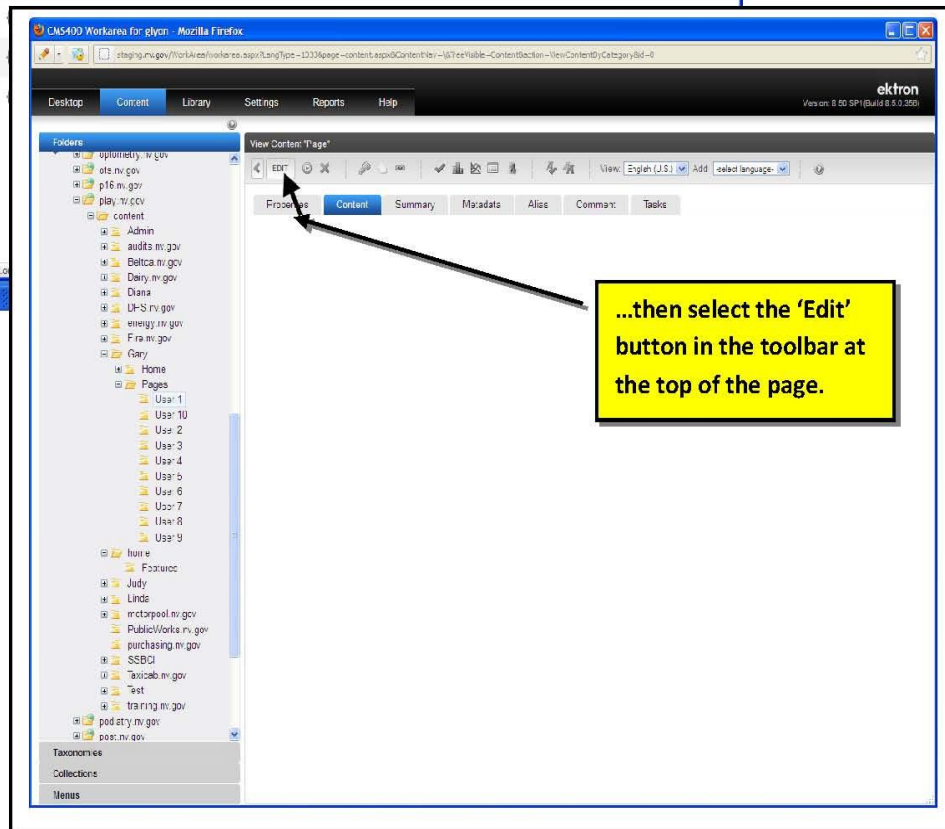
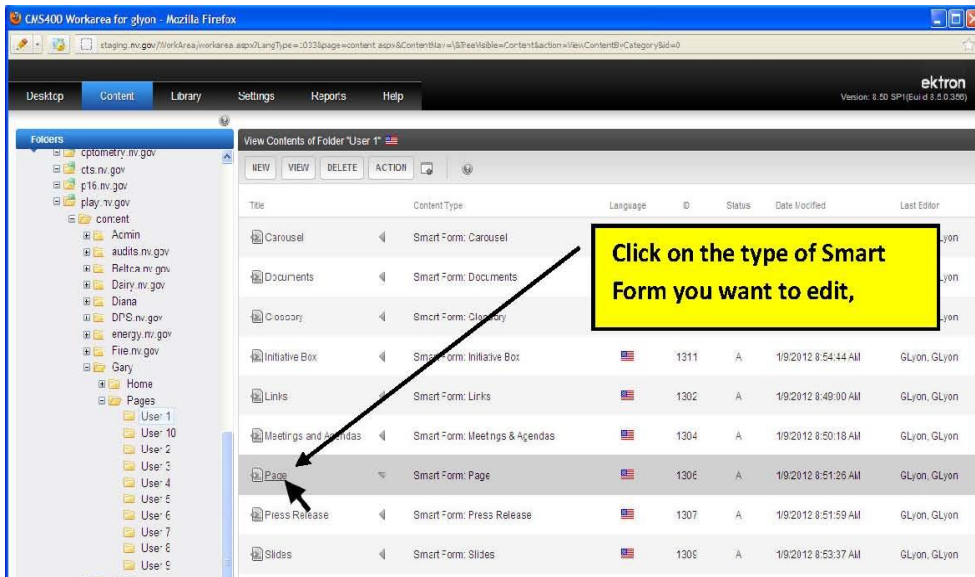
Type the text you want to make a heading out of. Highlight the text and click the drop-down menu as shown below to select the heading type you want.



To edit, just highlight the text you don't want and type what you do. To delete, highlight and press delete key.

NOTE: You can also use this procedure when adding, editing or deleting headers in HTML content blocks.

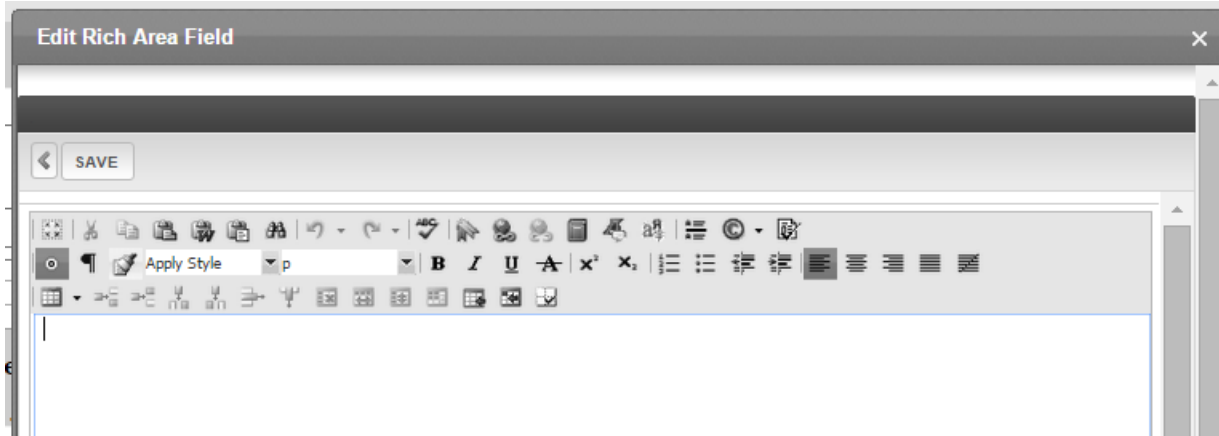
Adding, Editing & Deleting Content



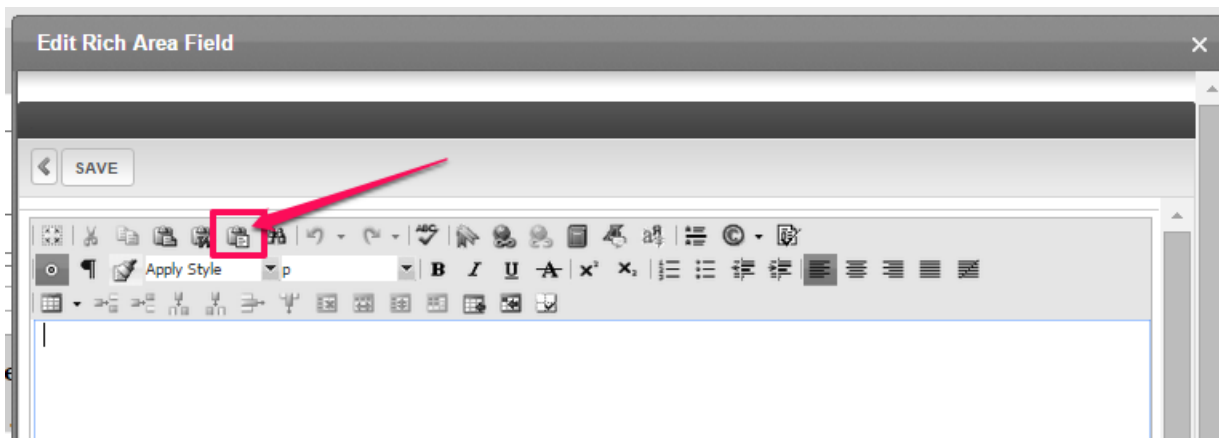
Use this to add, edit or delete content in HTML content blocks too

To Add Content

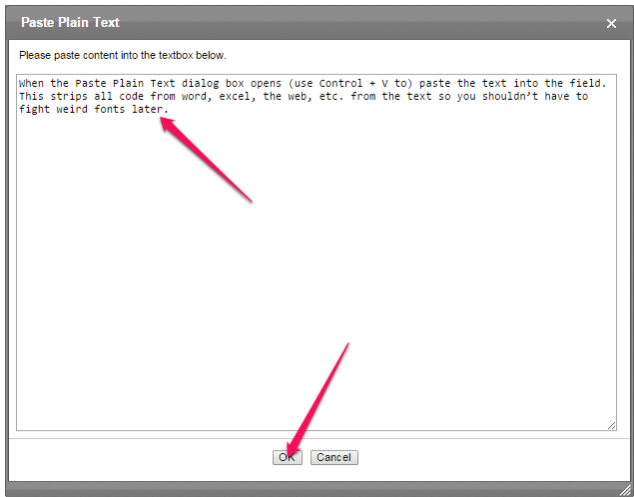
Place your cursor in the Edit Rich Area Text Field and press the backspace key to remove the blank character space the system automatically places inside the field and type the text.



If pasting text from Word, Excel, PowerPoint, or the web or any other program, click on the Paste as Plain Text button on the toolbar.



When the Paste Plain Text dialog box opens (use Control + V to) paste the text into the field and click OK, then **SAVE**. This strips all code from word, excel, the web, etc. from the text so you shouldn't have to fight weird fonts later.



To Edit Content

Open the content block you want to edit and open the paragraph copy field if the information you want to edit is in one. Highlight the text you want to edit and type over it. Or highlight the text and press delete, then type the new text in.

To Delete Content

Open the content block you want to delete content in then choose one of the options below depending on what you want to do:

Header Fields

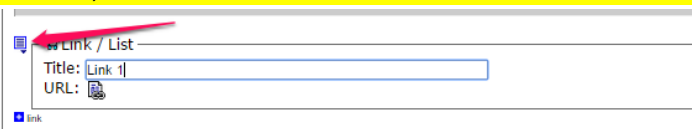
If the text is in a paragraph header field, highlight the text and press the delete key if there is information in a paragraph copy field attached to the header that needs to be kept.

Paragraph Copy Fields

If the text is in a paragraph copy field, highlight the text and press the delete key if there is a Paragraph Header field attached that needs to be kept.

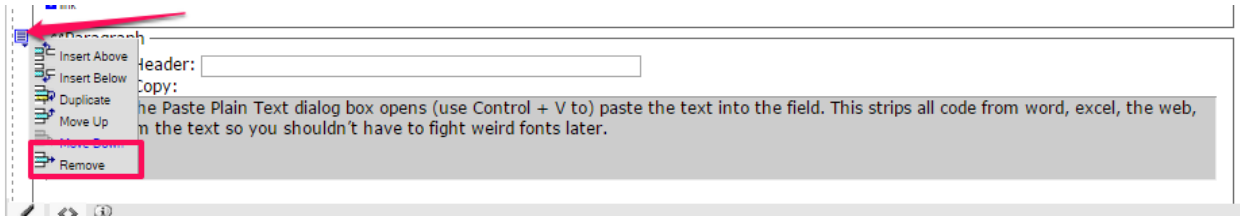
Link / List Fields

If the text is in a paragraph copy or paragraph header field that needs to be kept, but you want to delete a link under it, click the Link icon and choose REMOVE from the drop-down menu.



Header, Paragraph Copy & Link/List Fields

If you want to delete a paragraph header, the paragraph copy field and any links in that particular paragraph section, click the Paragraph Icon and choose REMOVE from the drop-down menu.



Adding Bullets or Numbering to a Smart Form

Smart Form Templates:	Fields that Accept Bullets/Numbering
Links	Page Copy & Category Description
Meetings & Agendas	Page Copy only
Page	Paragraph field only
Page - Program	Paragraph Copy
Page – Program V3	Paragraph Copy
Service Catalog	Page Paragraph & Description
Staff List	Page Paragraph & Description
Tab	DO NOT USE AT THIS TIME FOR ANYTHING

Open one of the smart forms listed above (for the example below the PAGE smart form template was used). Click in a field that accepts bullets/numbering. Type your list of items, making sure to hit the enter key between each one.

A screenshot of a smart form interface. At the top, there are navigation icons for '<12>' and '<13>'. Below them is a 'Paragraph:' field containing a list of items: 'bagel', 'muffin', 'whole wheeat bread', 'white bread', and 'Honey-wheat Berry'. A yellow callout box with an arrow pointing to the list says: 'Click in a field that accepts bullets/numbering and create your list.' Below the list is an 'Image:' field. Another 'Paragraph:' field contains the same list of items, but they are highlighted in blue. A yellow callout box with an arrow pointing to the highlighted list says: 'Highlight the list by selecting all of it.' and another yellow callout box with an arrow pointing to the highlighted list says: 'Highlight to select entire list'. To the right of the second list is a small icon with three horizontal lines and three dots, representing a list menu. A yellow callout box with an arrow pointing to this icon says: 'Then, click on either the bullet or numbered list icon to add the bullets or numbering to the list.'

Create Bulleted Lists & Lists without Bullets Using Link / List Fields

Overview

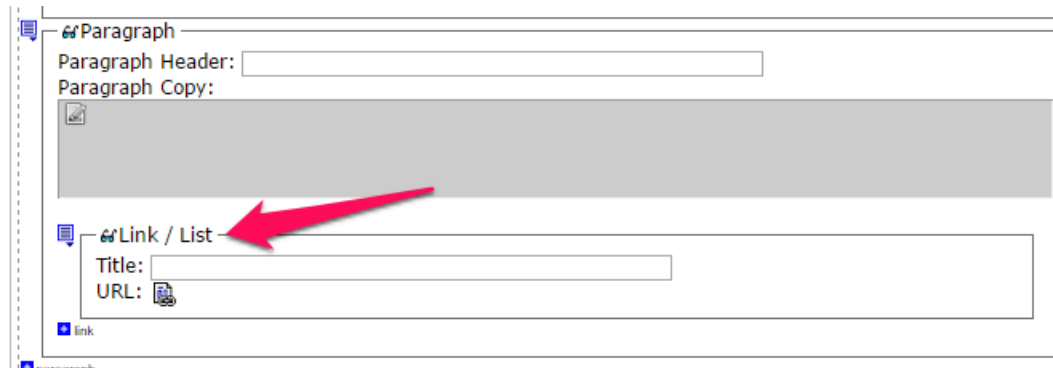
Both the Page-Program and the State: Page-Program V3 smart forms include Link fields.

Create Bulleted List

Open a either smart form and click the +Link icon



This displays the Link / List Field. In the both smartforms this field is automatically bulleted. Enter the text you want to be a bulleted statement in the Link / List Title Field.



Repeat these steps for each item you want in the bulleted list.

SmartForm: Page-Program V3

This smartform allows you a second level or sub-link of bullets or another level of indented lines.

Link / List

Title:

URL:

Image:

YouTube ID: Size:

Small (three col page)

Display Bullet:

sublink

Click the sub-link button to display the second level. Click the Display Bullet button.

Sub Link / List

Title:

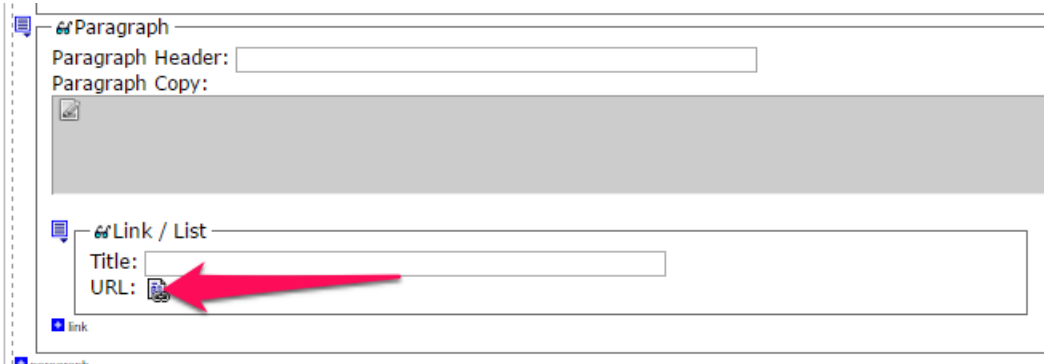
URL:

Display Bullet:

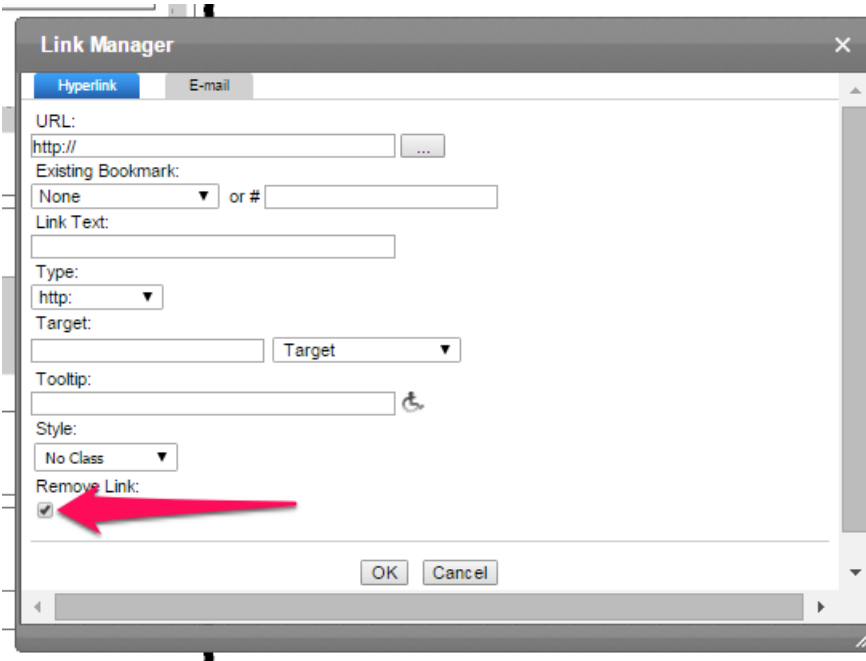
To create List without Bullets

Single Level List

Click the URL Button

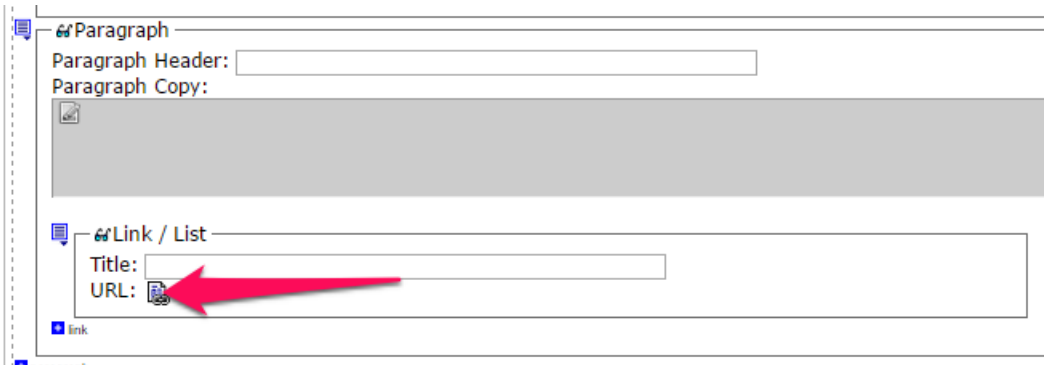


Check the Remove Link Button and click OK. Repeat these steps for each item you want in the list without bullets.



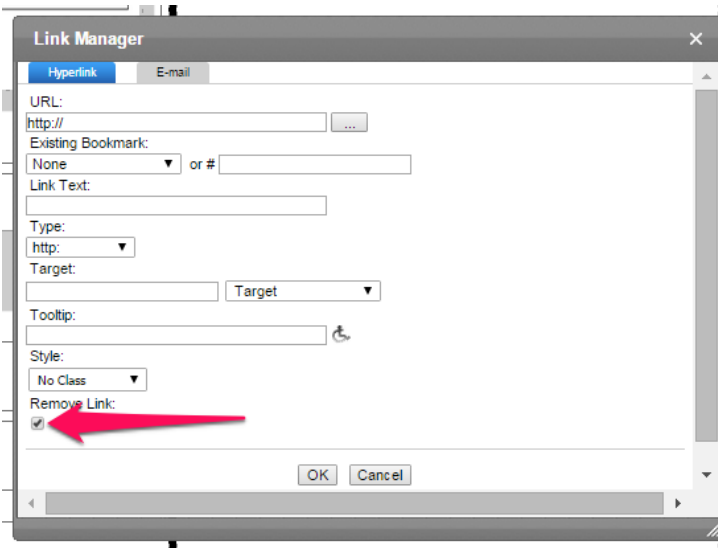
Dual Level List

Click the URL Button



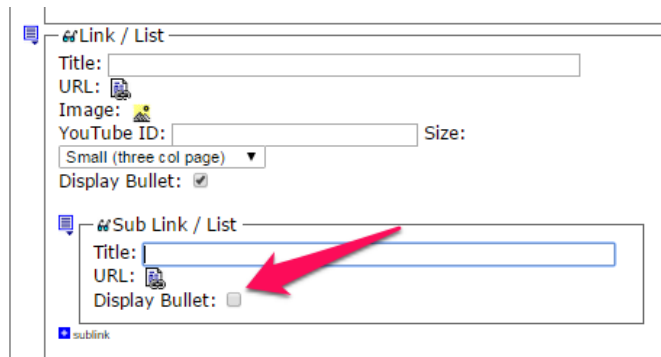
The image shows two configuration panels. The top panel is titled "Paragraph" and contains fields for "Paragraph Header:" and "Paragraph Copy:". The bottom panel is titled "Link / List" and contains fields for "Title:" and "URL:". A red arrow points to the URL button (a small globe icon) next to the "URL:" field.

Check the Remove Link Button and click OK. Repeat these steps for each item you want in the list without bullets.



The image shows the "Link Manager" dialog box with the "Hyperlink" tab selected. It contains various fields for configuring a link, including "URL:", "Existing Bookmark:", "Link Text:", "Type:", "Target:", "Tooltip:", "Style:", and "Remove Link:". A red arrow points to the "Remove Link:" checkbox, which is checked.

For the Sub Link items, uncheck the Display Bullet button.



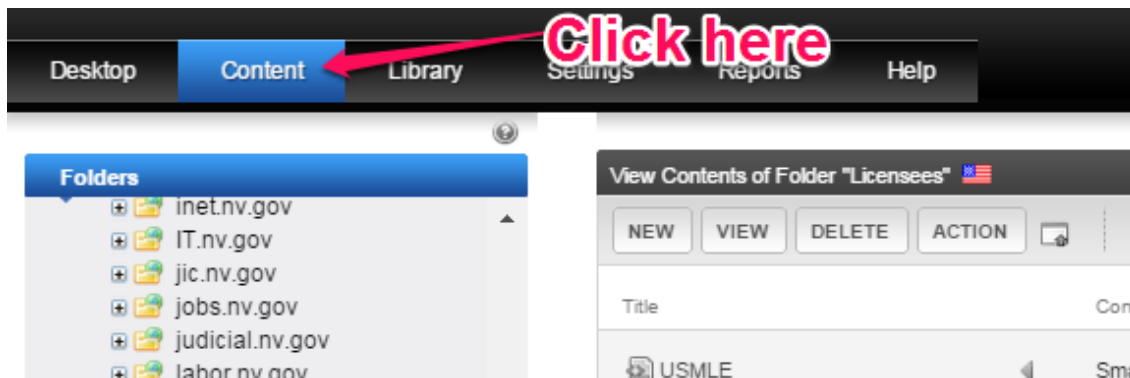
The image shows two configuration panels. The top panel is titled "Link / List" and contains fields for "Title:", "URL:", "Image:", "YouTube ID:", "Size:", and "Display Bullet:". The bottom panel is titled "Sub Link / List" and contains fields for "Title:", "URL:", and "Display Bullet:". A red arrow points to the "Display Bullet:" checkbox in the "Sub Link / List" panel, which is unchecked.

Create, Edit or Delete a Hyperlink in a Rich Area Text Field

Hyperlinks in a Rich Area Text Field

Make sure you are logged in to the Content Management System, and the CONTENT tab is highlighted in blue at the top of the screen. If the CONTENT tab isn't highlighted in blue, click its tab at the top of the Workarea.

Note: The WORKAREA by default opens to the CONTENT tab.

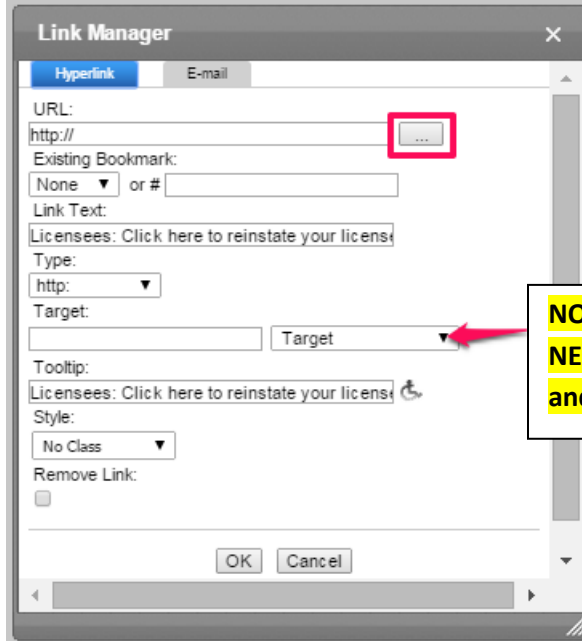


Next, navigate to and click on the folder and the smart form that contains the Rich Area Text Field you want to add, modify or delete a hyperlink on and open it for editing.

- To ADD a new hyperlink highlight the text you want to become the hyperlink and click the hyperlink button on the toolbar

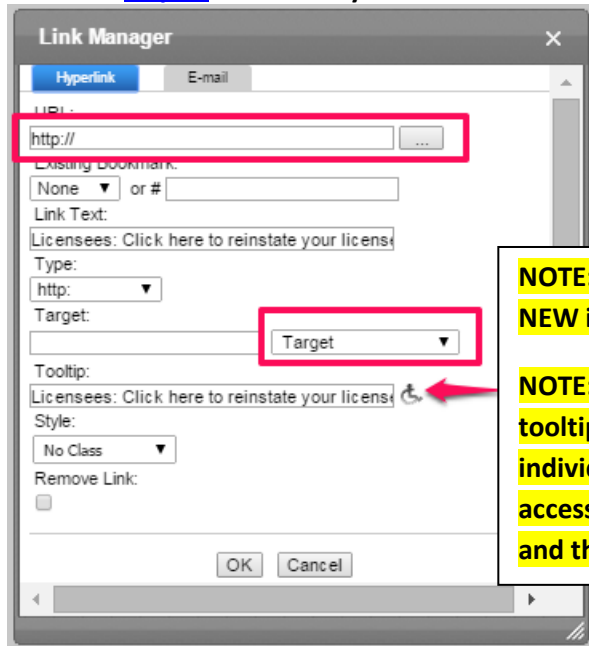


- When the dialog box below appears,
 - a) navigate to content or files within the site using the button below, or



NOTE: Change the TARGET to NEW if linking to a document, and then click OK.

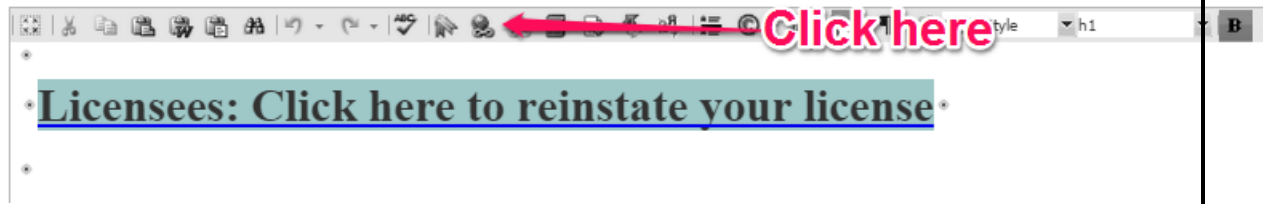
- b) If creating a hyperlink to an external website you must open that website in a separate browser and you can copy and paste the url into the hyperlink field. Be sure to select everything in the field when you paste so you don't end up with two <http://> headers in your link...as that will cause a broken link.



NOTE: Change the TARGET to NEW if linking to a document.

NOTE: Be sure to fill out the tooltip as this is what disabled individuals using an accessibility reader will hear, and then click OK.

- To EDIT an existing hyperlink highlight the hyperlink and click the hyperlink button



Follow procedures a) and b) above depending on whether you wish to edit the link to go to content, files or an external website.

- To DELETE an existing hyperlink highlight the hyperlink and click the REMOVE hyperlink button

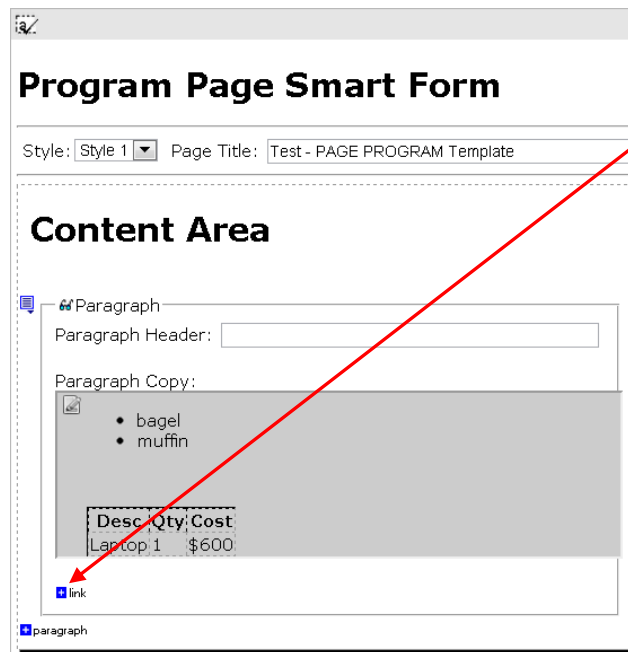


Hyperlinks in a Link / List Field

In the Ektron Workarea open any smart form that uses the Link / List system.

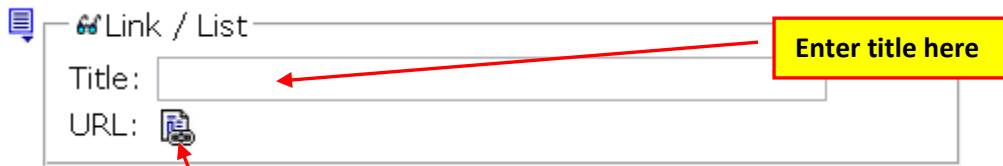
To create (add) a link in Smart Forms

Click the plus (+) symbol to the left of the "ADD LINK" icon



Click the plus (+) symbol

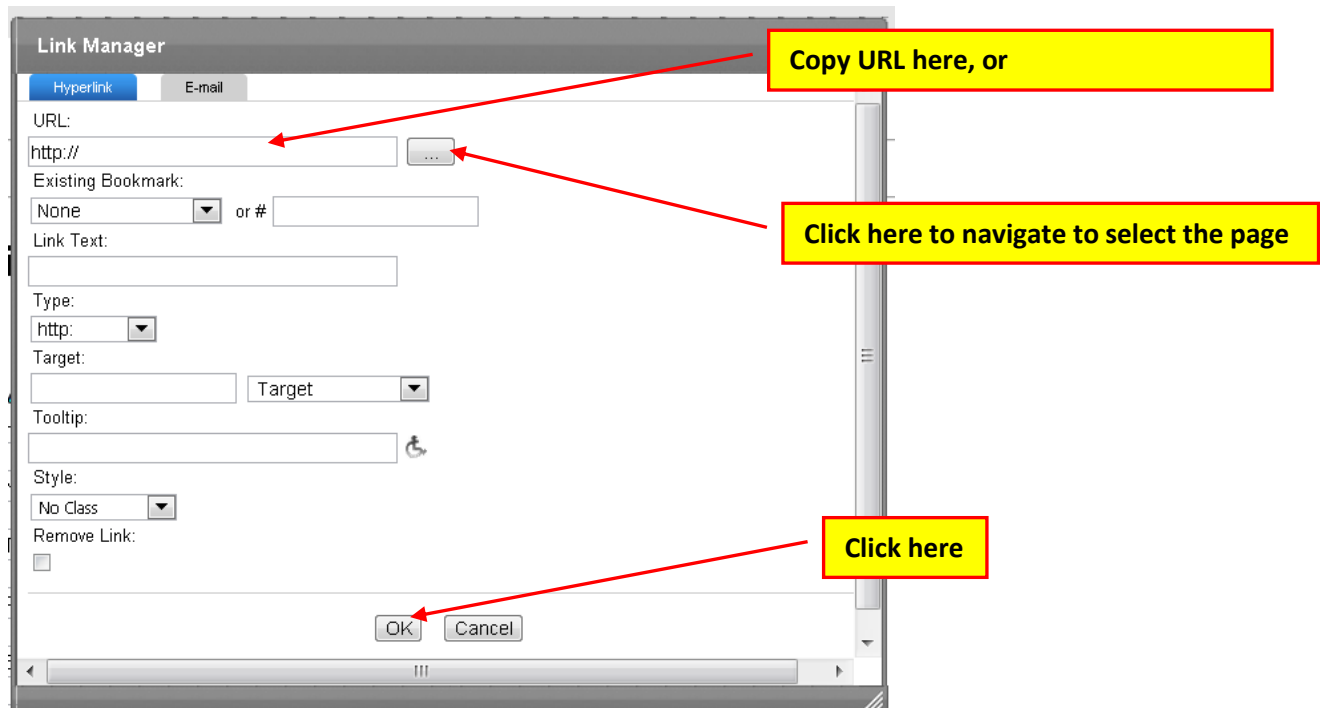
Enter the title in the Link / List field and then click the link icon to add the link path.



A screenshot of a 'Link / List' field. The field is divided into two sections: 'Title:' and 'URL:'. A red arrow points from a yellow box labeled 'Enter title here' to the 'Title:' input field. Another red arrow points from a yellow box labeled 'Click here to add the link path' to a small icon next to the 'URL:' label.

When the Link Manager dialog box appears, enter the following:

1. Enter the link title in the TOOLTIP field. The information in this field is used to assist blind and other handicapped users to use your site. Accessibility. **Click here to add the link path**
2. Determine where you want the link to open (target = same window, New window, etc.)
3. Enter link text. (Option – you can make this field show the same as the URL path so the file path can be seen without opening the link itself when viewing the page).
4. Either copy the URL (if link is to an external website) or click the button to the right of the URL field to navigate to select the page, then click OK to save the link information.



A screenshot of the 'Link Manager' dialog box. The dialog has two tabs: 'Hyperlink' (selected) and 'E-mail'. The 'URL:' field contains 'http://'. To the right of the URL field is a small button with three dots. A red arrow points from a yellow box labeled 'Copy URL here, or' to this button. Another red arrow points from a yellow box labeled 'Click here to navigate to select the page' to the same button. Below the URL field is the 'Existing Bookmark:' dropdown menu, currently set to 'None'. The 'Link Text:' field is empty. The 'Type:' dropdown is set to 'http:'. The 'Target:' dropdown is set to 'Target'. The 'Tooltip:' field is empty. The 'Style:' dropdown is set to 'No Class'. The 'Remove Link:' checkbox is unchecked. At the bottom are 'OK' and 'Cancel' buttons. A red arrow points from a yellow box labeled 'Click here' to the 'OK' button.

To Edit (change) a link in Smart Forms

Click the plus (+) symbol to the left of the "ADD LINK" icon

link

The screenshot shows the 'Program Page Smart Form' editor. At the top, there's a title bar with 'Style: Style 1' and 'Page Title: Test - PAGE PROGRAM Template'. Below this is the 'Content Area'. A 'Paragraph' widget is selected, showing a 'Paragraph Header' field and a 'Paragraph Copy' area containing a bulleted list: 'bagel' and 'muffin'. Below the list is a table with columns 'Desc', 'Qty', and 'Cost', containing one row: 'Laptop 1' and '\$600'. At the bottom left of the paragraph widget, there is a small blue square icon with a plus sign and the word 'link' next to it. A red arrow points from a yellow callout box to this icon.

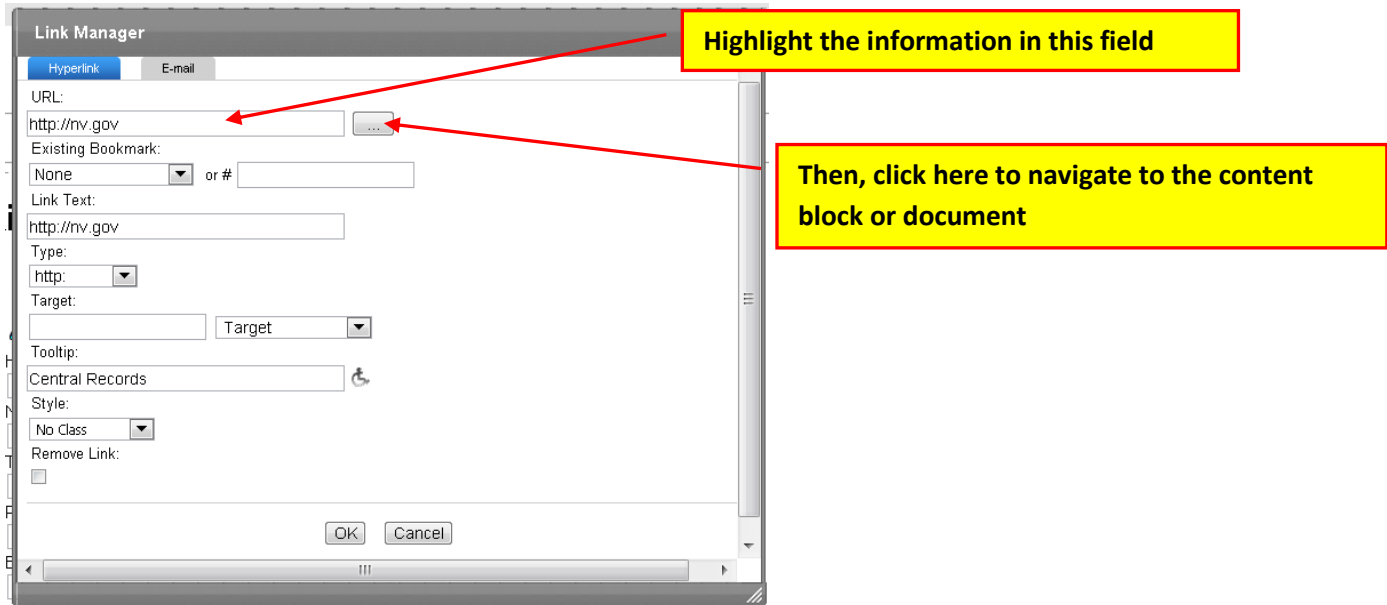
Click the plus (+) symbol

Click the link icon to change the link path.

The screenshot shows the configuration for a 'Link / List' widget. It has a 'Title' field with the text 'Central Records' and a 'URL' field with the text 'http://nv.gov'. To the right of the URL is a small icon of a document with a plus sign. A red arrow points from a yellow callout box to this icon.

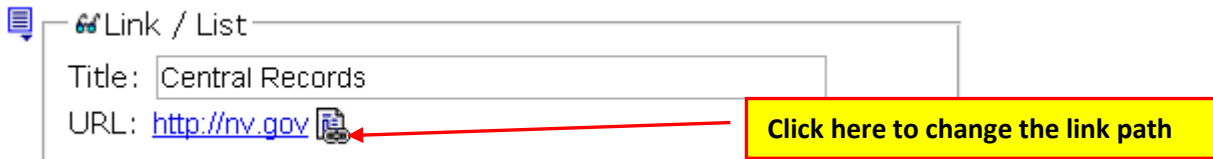
Click here to change the link path

When the Link Manager dialog box appears, highlight the link in the URL field and then either copy or type in the new address, or delete the information in the URL field (use the backspace or delete keys) and click the button to the right of the URL field to navigate to the correct content block or document.

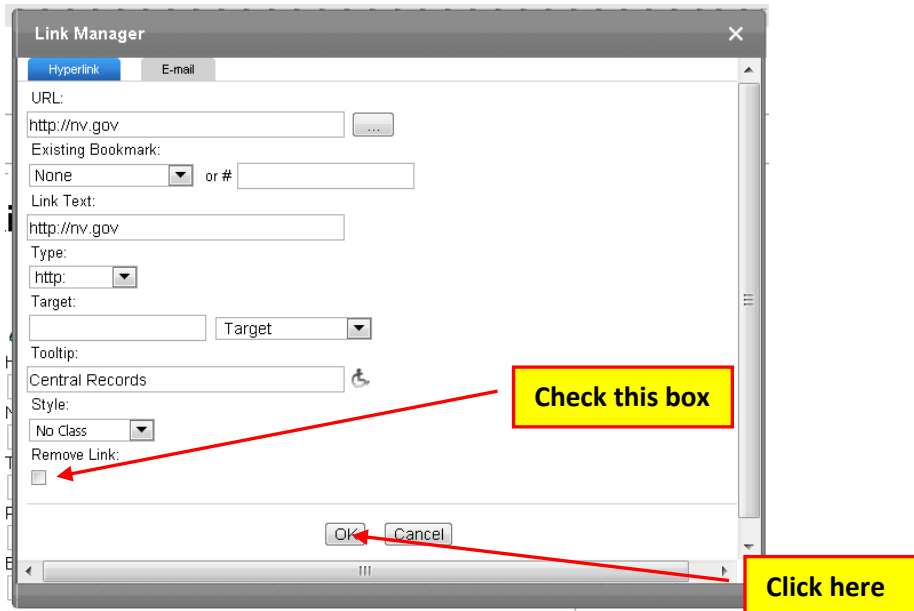


To Delete (remove) a link in Smart Forms

Click the link icon to open the link manager dialog box.



Check Remove Link.

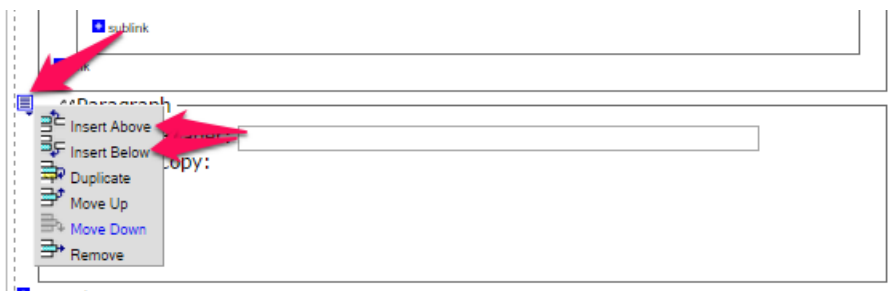


Paragraph Sections in a Smart Form

Adding a New Paragraph

There are two ways to add a new paragraph to a smart form

- 1) Click on the paragraph link icon and choose *Insert Above* or *Insert Below*.

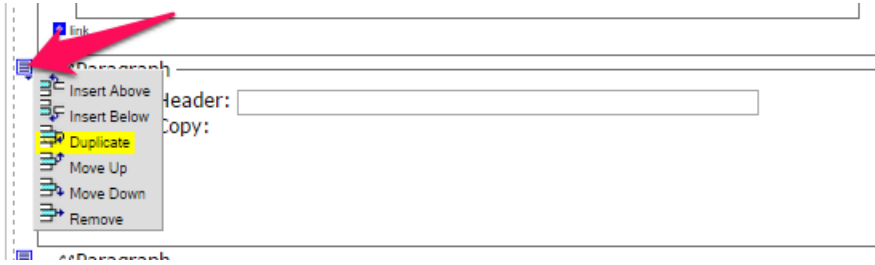


- 2) Click on the plus (+) symbol next to the word paragraph at the bottom of the smartform



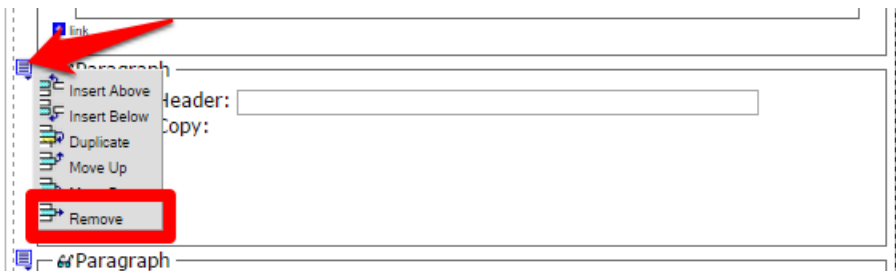
Duplicating a Paragraph

Click on the paragraph link icon and choose *Duplicate*. This will duplicate the paragraph header, any information in the paragraph copy field (Rich Area Text Field) and any links in the section as well



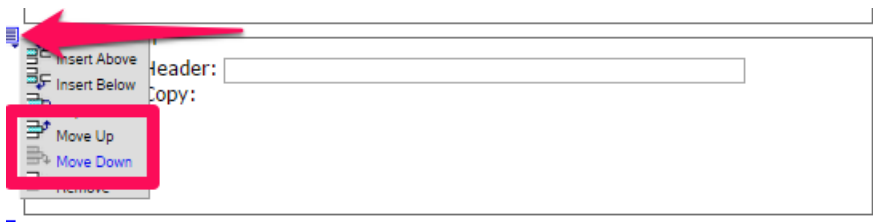
Removing a Paragraph

Click on the paragraph link icon and choose *Remove*. This will delete the paragraph header, any information in the paragraph copy field (Rich Area Text Field) and any links in the section as well.



Changing the Order of Paragraphs

Click on the paragraph link icon and choose *Move Up* or *Move Down*.



Creating a Section 508-Compliant Table

You can add a table to the following Smart Form templates:

- LINKS - Both the **Page Copy field** and the **Category Description** fields will accept tables.
- MEETINGS AND AGENDAS - is already set up as a table for you with 5 columns. You can have as many rows as you like, but are limited to five columns entitled Date, Location, Agenda, Minutes & Attachments.
- PAGE – Only the **Paragraph field** will accept a table.
- STAFF LIST - Both the **Page Copy** field and the **Description fields** will accept tables.
- SERVICE CATALOG – This template already contains a table for rates. However, it will also allow you to add a table in both the **Page Copy** field and the **Description fields**. *PLEASE NOTE: When using this template any tables you create will NOT be formatted the same as the table already contained in the template.*
- PAGE PROGRAM - Only the **Paragraph Copy field** will accept a table.

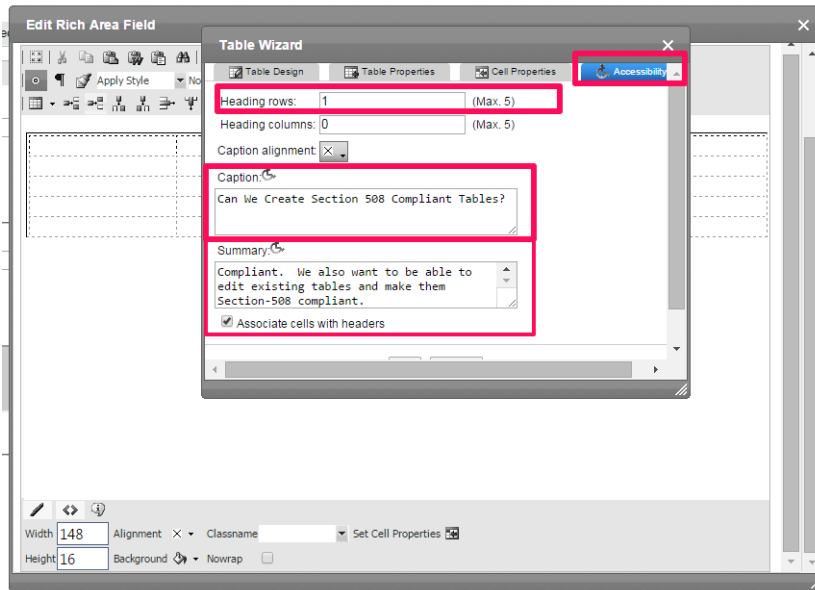
Narrative software uses the information from the Accessibility table fields (heading rows, columns, caption alignment and summary) to produce a Tooltip message for each table cell. Users with impaired vision can see those Tooltips as they hover over the cells.

To create a **508**-compliant table:

1. Create a new table or edit an existing one.
2. Right click in the table and choose **Set Table Properties**. The Table Properties dialog appears.

Intentionally left blank

3. Click the **Accessibility** tab
 - Enter the number of heading rows (if applicable),
 - Enter the number of heading columns (if applicable).
 - Choose Table Caption Alignment
 - Enter Table Caption
 - Enter Table Summary
 - Check the box to Associate Cells with Headers



Accessibility Tab Field Descriptions

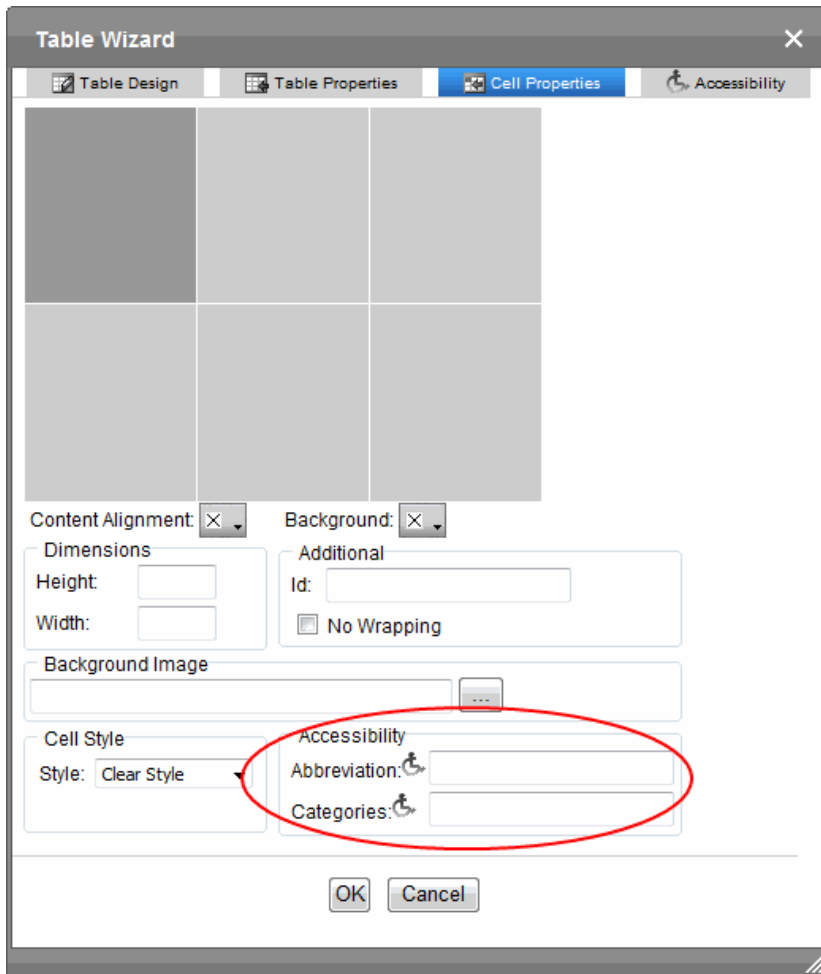
- **Heading Rows**—If you want your table to have a horizontal header, enter the number of rows that it should occupy. The number cannot exceed five. Beginning with the top, all cells in the specified number of rows are designated as table headers.
- **Heading Columns**—If you want your table to have a header, enter the number of columns that it should occupy. The number cannot exceed 3. Beginning with the left column, all cells in the specified number of columns are designated as table headers.
- **Caption Alignment**—To choose the

caption’s alignment, click the down arrow next to this field. Click the box that represents the alignment style you want.

- **Caption**—Enter a table caption. The caption appears above the table. The caption’s alignment is set in the **Caption Alignment** field. **NOTE: Only use this field if you do not have a heading above the table. If used along with a heading above the table it will return a redundant title accessibility error when checked with accessibility tool.**
- **Summary**—Enter the table summary. Non-visual browsers use the summary to explain the table’s contents. From [HTML Techniques for Web Content Accessibility Guidelines 1.0](#):

“A summary of the relationships among cells is especially important for tables with nested headings, cells that span multiple columns or rows, or other relationships that may not be obvious from analyzing the structure of the table but that may be apparent in a visual rendering of the table. A summary may also describe how the table fits into the context of the current document. If no caption is provided, it is even more critical to provide a summary.”
- **Associate Cells with Headers**—Check this box if you want to associate the table’s data cells with the appropriate headers. See Also: [H43: Using id and headers attributes to associate data cells with header cells in data tables](#)

4. Click on the **Cell Properties** tab to set the **Abbreviation** and **Categories** fields (Optional).



Field Descriptions for Cell Accessibility (Optional)

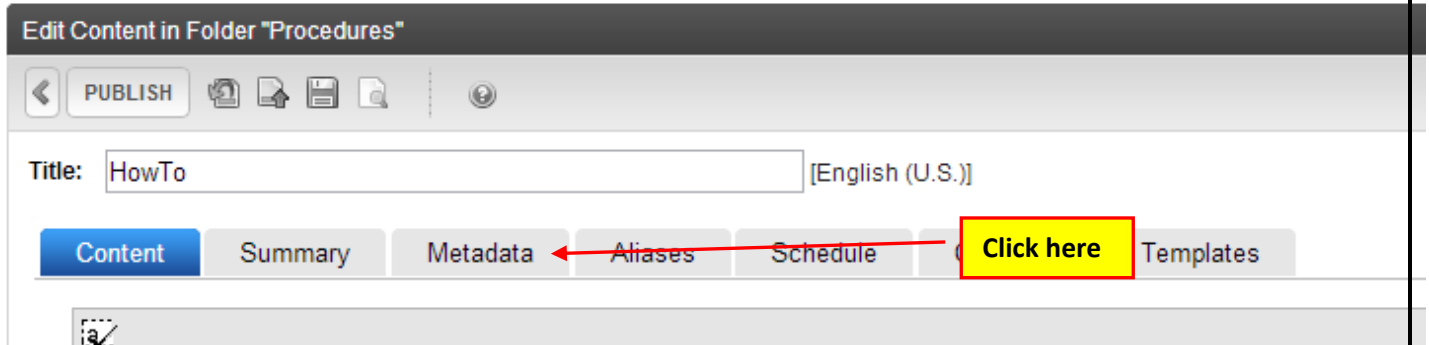
- **Abbreviation**—Sets or retrieves abbreviated text for the content in the tag. Can be used to render non-visual media, such as speech or Braille. For more information, see [abbr attribute](#) | [abbr property](#)
- **Categories**—Sets or retrieves a comma-delimited list of conceptual categories associated with that tag. Can be used to render non-visual media, such as speech or Braille. For more information, see [axis attribute](#) | [axis property](#)

5. Click **OK** to make the table **Section 508**-compliant.

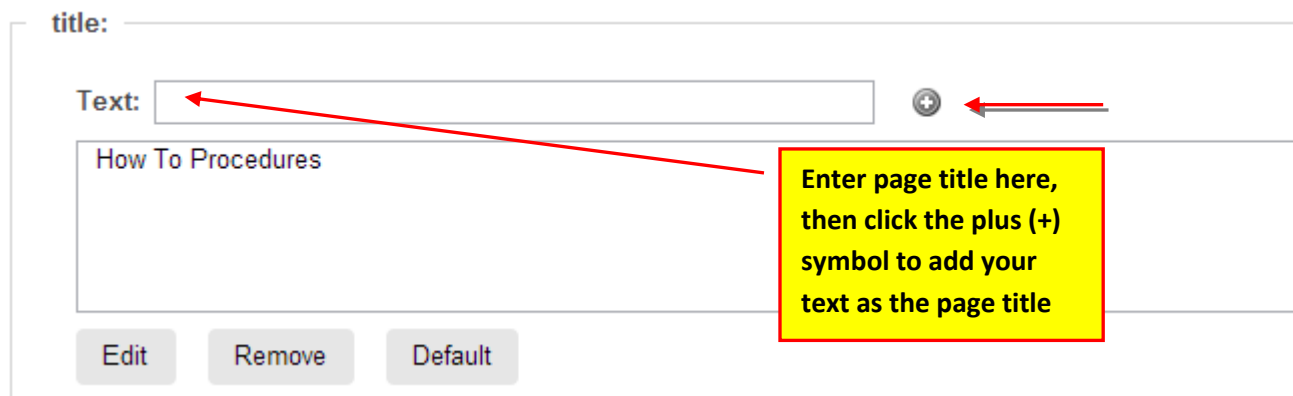
Metadata - How to set Page Title, Keywords & Page Description

We set the metadata with keywords that are related to the content of the page so it can be more easily found by search engines.

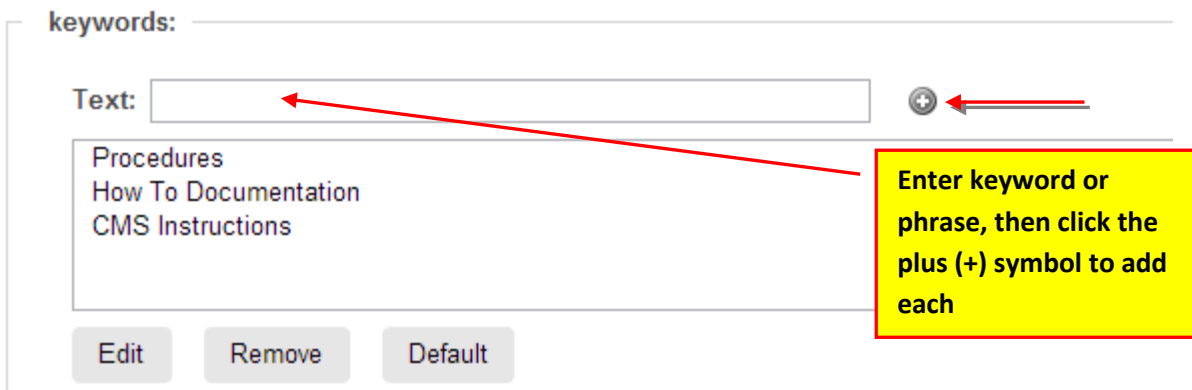
In a content block, click on the METADATA tab



In the TITLE area, click in the Text field and enter a page name.



In the KEYWORDS area, click in the Text field and enter no more 5 words or phrases.



In the DESCRIPTION area, add up to 5 phrases describing the page.

description: _____

How To Documentation
Procedures
Instructions

Enter each keyword or
phrase

Default

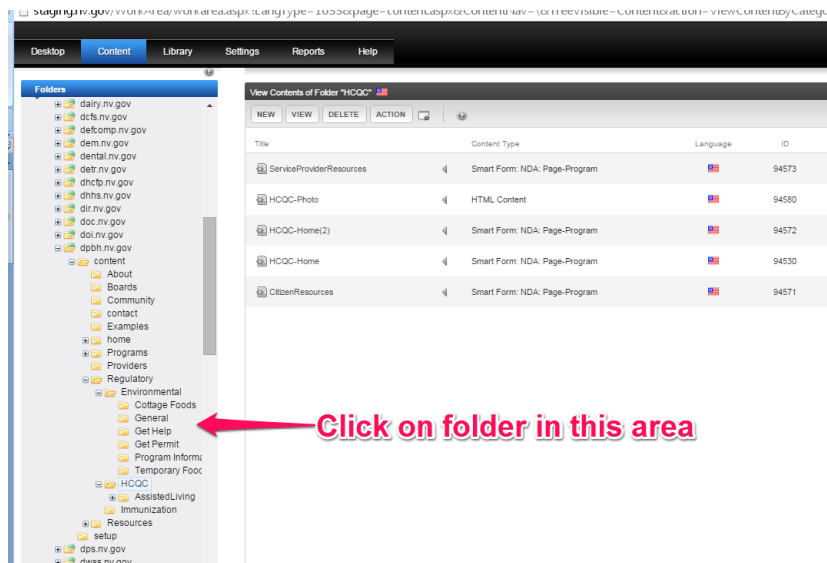
current character count: 44 (2000 max.)

DO NOT enter any data in any of the fields in the first section of the METADATA tab except those mentioned above.

Click the PUBLISH button.

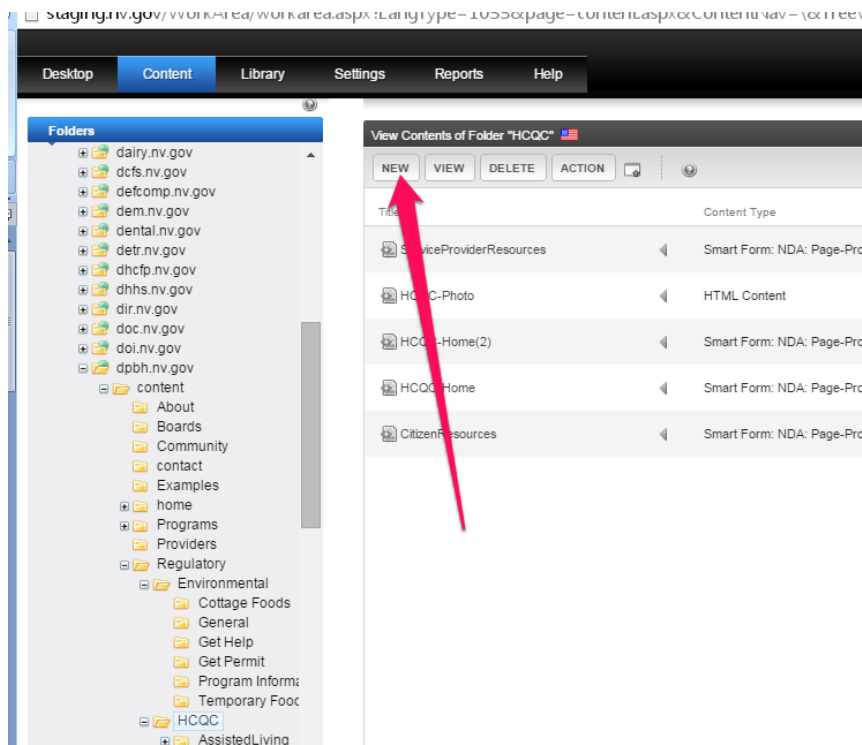
Creating a New Content Block Using Smart Forms

In the Workarea click on the folder that you want to create a new content block in.

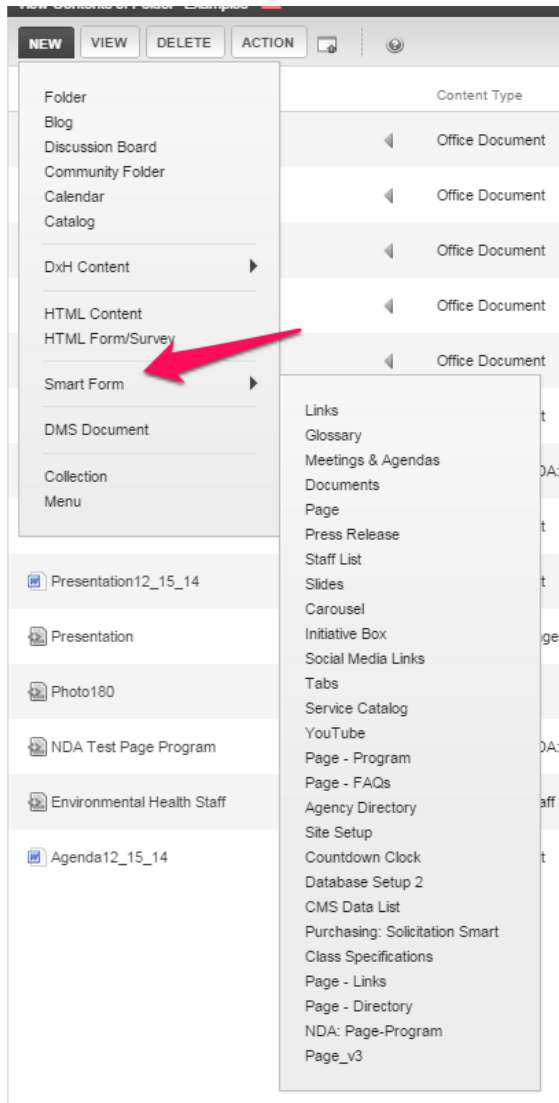


Click on folder in this area

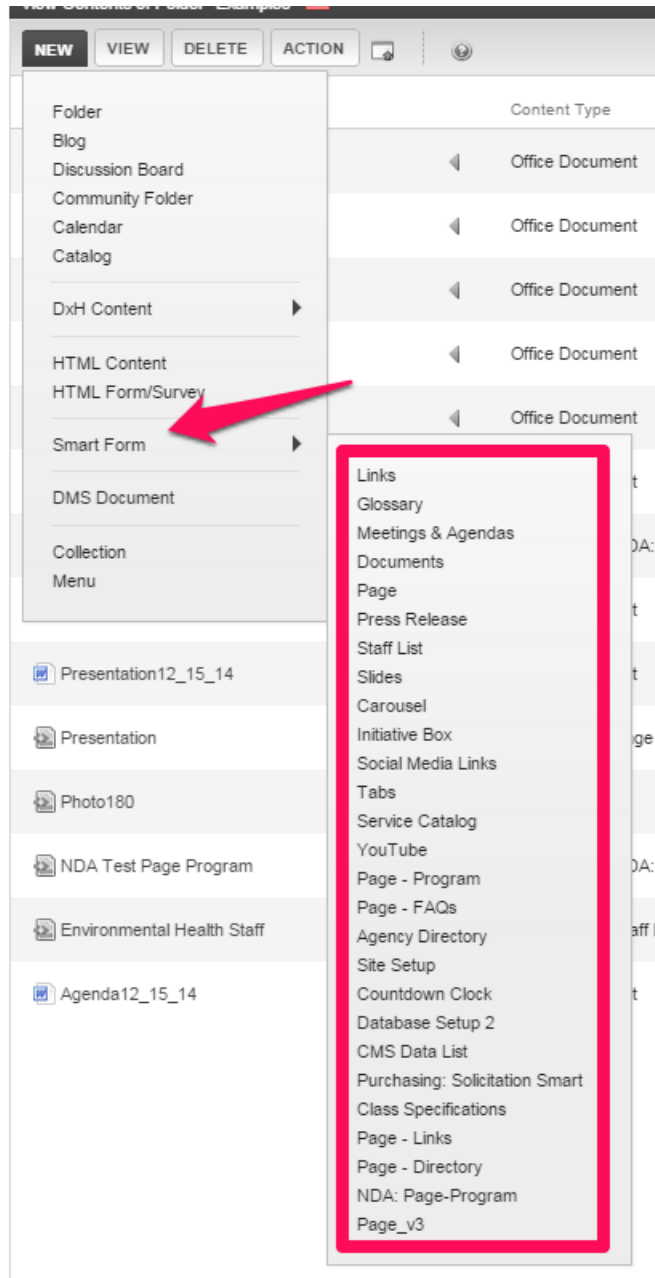
Click on the "NEW" button on the right side of your screen.



Next, choose the SMART FORM option.



Then choose the appropriate smart form from the list circled below. Note: To see examples of the smart forms listed above, please go to: <http://agency.nv.gov/Pages/Pages - Smart Forms/>

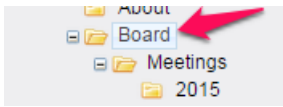


Using the Meetings & Agendas Smart Form

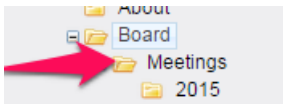
Overview

Whenever creating a meeting section, be sure to create

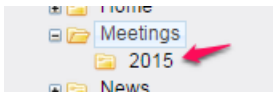
1. Create a folder for the Board, Council or Commission



2. Create a Meetings Folder nested inside the Board/Council/Commission folder containing a single page – program smartform with a link to the content in each meeting year folder.

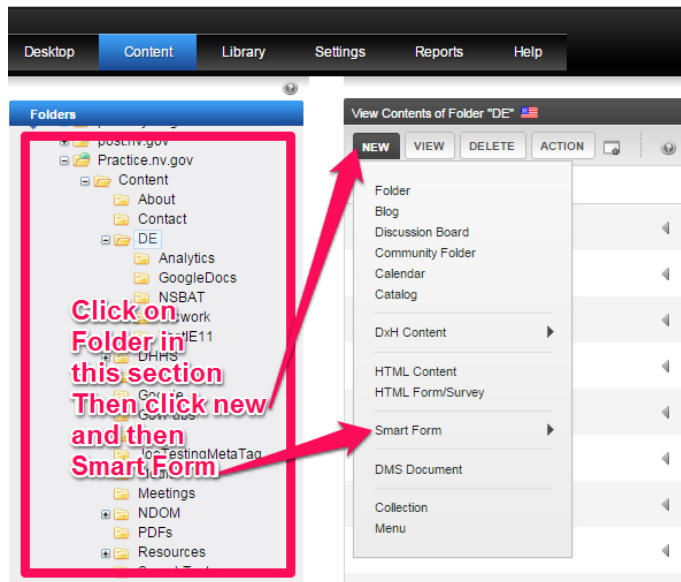


3. Meeting Year folder – example: 2015. It will contain one content Meetings & Agendas smartform.

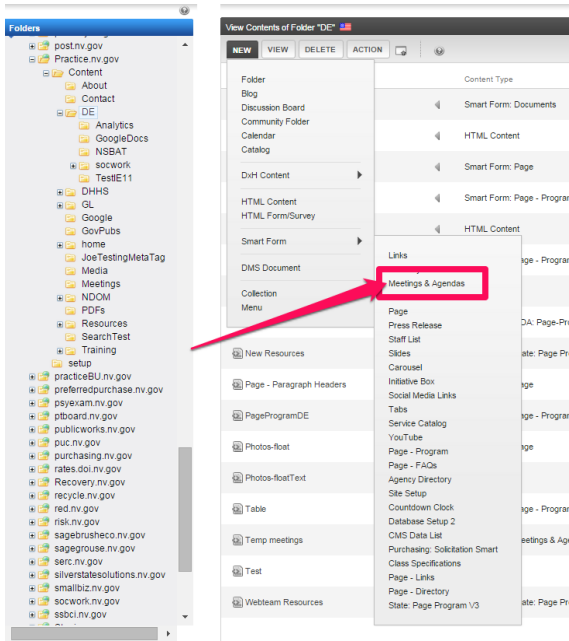


Creating a New Meetings & Agendas Smart Form

In the Workarea click on the folder you want to add the Meetings & Agendas smartform to.



Choose Meetings & Agendas from the drop-down menu.



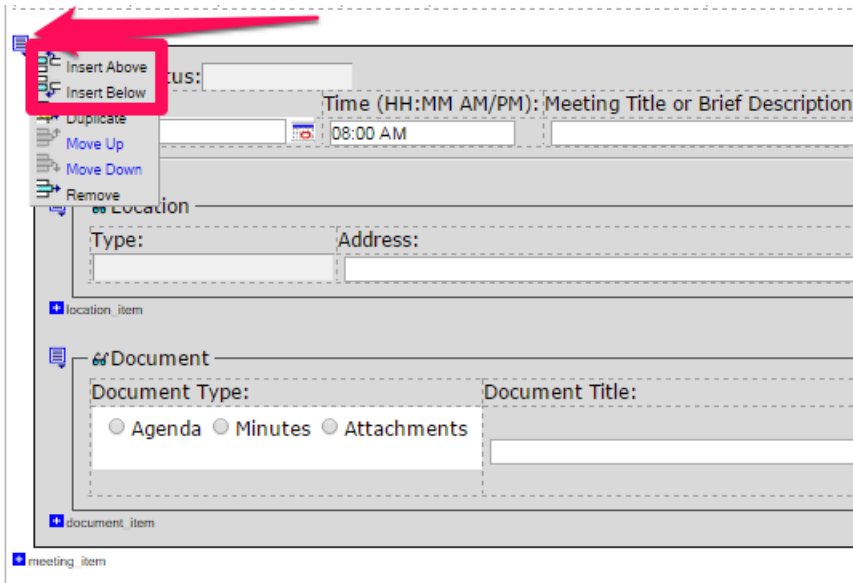
Enter the content block Title. Remember this will also become part of the url that will be displayed in the browser. If you change this name you will break every link to the page within the site.

Enter the Page Title. This is the title that will be displayed on the page. You can change this without breaking links on the site.

The image shows the 'Edit Content in Folder DE' form. At the top, there are 'PUBLISH' and other action buttons. Below is the 'Title:' field, which is highlighted with a red arrow. Underneath is a 'Content Searchable' checkbox. A navigation bar contains 'Content', 'Summary', 'Metadata', 'Aliases', 'Schedule', 'Comment', and 'Templates'. Below the navigation bar is the 'Page Title (optional):' field, also highlighted with a red arrow. Further down is a 'Page Copy (optional, general copy above the meeting and agendas area):' text area. Below that are fields for 'Page Style', 'Home Style', 'Display Title (Home)', and 'Document Home URL:'. The 'Meeting' section includes 'Meeting Status: Active', 'Date:' (with a time picker set to 08:00 AM), 'Time (HH:MM AM/PM): Meeting Title or Brief Description (shown at top):', and 'Notes (shown at footer):'. The 'Location' section includes 'Type:' (Physical Location), 'Address:', 'Room:', 'City:', and 'Link:'. The 'Document' section includes 'Document Type:' (Agenda, Minutes, Attachments), 'Document Title:', 'File', and 'File Type:' (PDF).

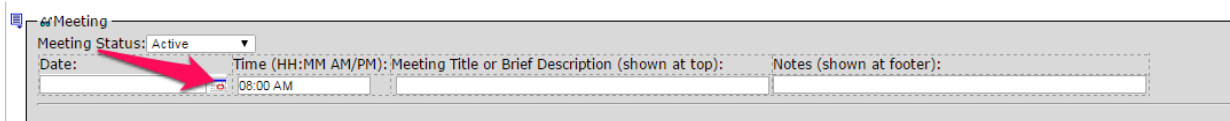
Adding Meeting Blocks

To add a meeting block click the *meeting item* icon and choose *Insert Above* or *Insert Below*.



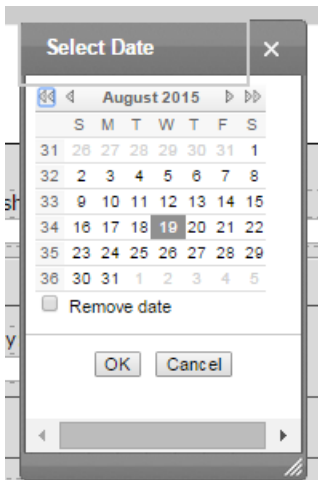
A screenshot of a meeting form interface. A context menu is open over the 'meeting_item' icon, with 'Insert Above' and 'Insert Below' highlighted in red. The form contains fields for 'Topic:', 'Time (HH:MM AM/PM): Meeting Title or Brief Description', 'Location', 'Type:', 'Address:', 'Document Type:' (with radio buttons for Agenda, Minutes, Attachments), and 'Document Title:'. The 'meeting_item' icon is located at the bottom left of the form.

Click the calendar button to enter the meeting date.



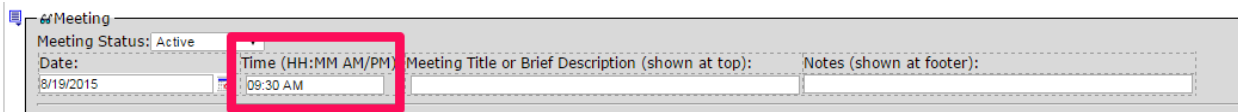
A screenshot of a meeting form interface. A red arrow points to a calendar icon next to the 'Date:' field. The form also includes a 'Meeting Status:' dropdown menu and a 'Notes (shown at footer):' field.

Scroll through the months/years and click on the appropriate date then click OK.



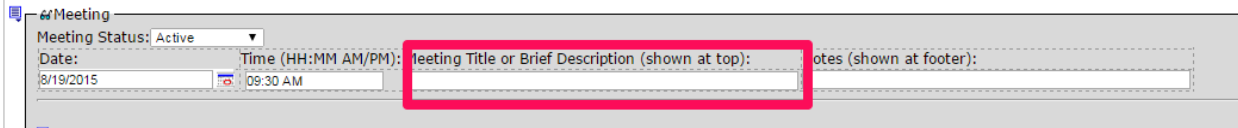
A screenshot of a 'Select Date' dialog box. The calendar shows August 2015. The date 19 is selected. The dialog box includes 'OK' and 'Cancel' buttons and a 'Remove date' checkbox.

Enter a new meeting time if the default of 08:00 AM is not correct.



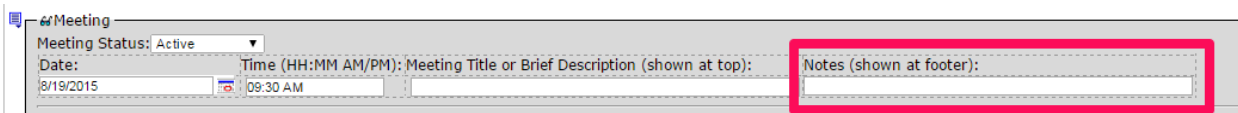
#Meeting
Meeting Status: Active
Date: 8/19/2015 Time (HH:MM AM/PM): 09:30 AM Meeting Title or Brief Description (shown at top): Notes (shown at footer):

Enter the meeting title.



#Meeting
Meeting Status: Active
Date: 8/19/2015 Time (HH:MM AM/PM): 09:30 AM Meeting Title or Brief Description (shown at top): Notes (shown at footer):

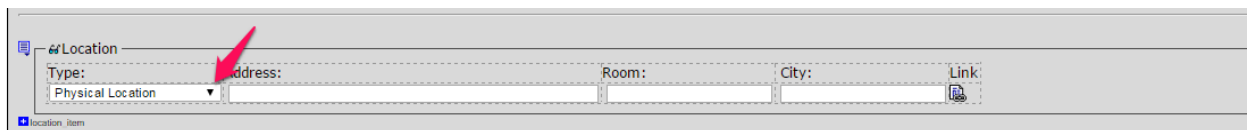
Enter any notes about the meeting. Typically this is used to note “agenda to follow” when posting meeting notice and is removed when agenda is posted.



#Meeting
Meeting Status: Active
Date: 8/19/2015 Time (HH:MM AM/PM): 09:30 AM Meeting Title or Brief Description (shown at top): Notes (shown at footer):

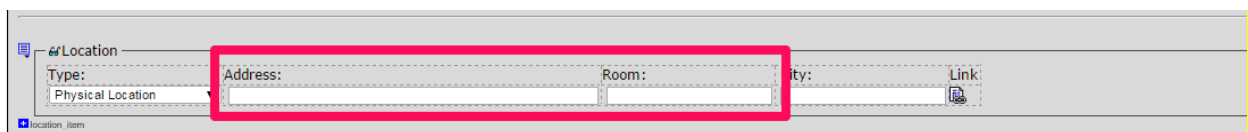
Enter location information.

Click the drop-down next to physical location and choose the type of meeting. Options include: physical location, videoconference site, teleconference site, view conference online, do not show icon.



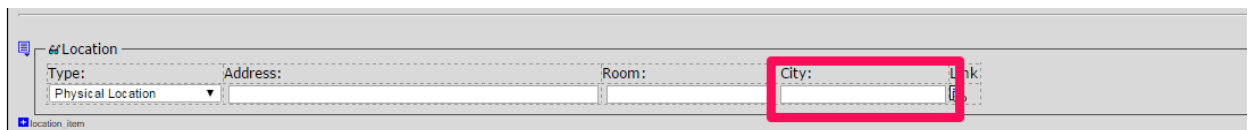
#Location
Type: Physical Location Address: Room: City: Link

Click in the address field and type the address to the meeting location. Note: When used the Room field displays in front of the address.



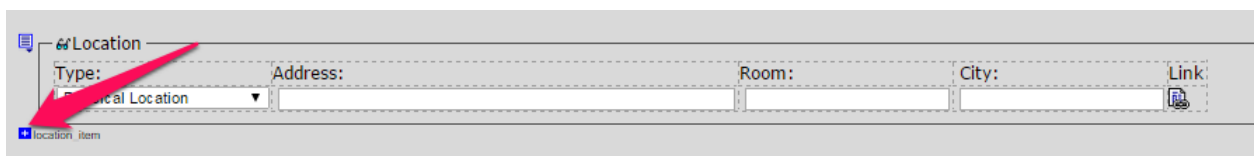
#Location
Type: Physical Location Address: Room: City: Link

Click in the City field and enter the City, State & Zipcode or any portion thereof.



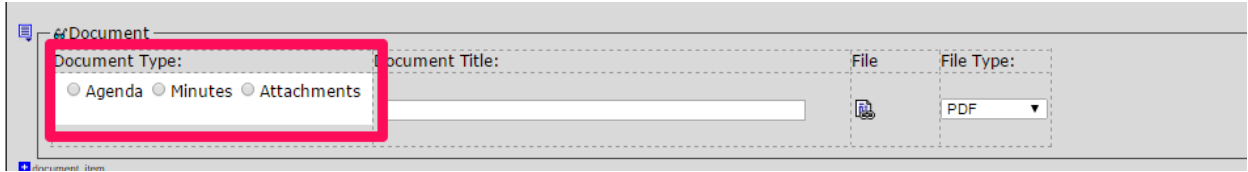
#Location
Type: Physical Location Address: Room: City: Link

To add a location, click on the `location_item` icon.



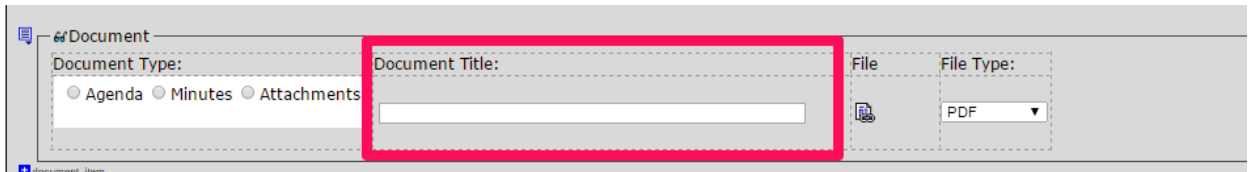
#Location
Type: Physical Location Address: Room: City: Link
location_item

To add a document, select the document type. *Note: If you do not click one of the type buttons you will not be able to see the document on the staging website.*



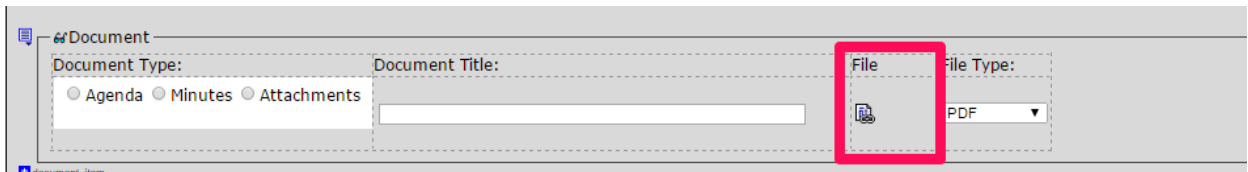
A screenshot of the 'Document' form. The 'Document Type:' section contains three radio buttons: 'Agenda', 'Minutes', and 'Attachments'. These buttons are enclosed in a red rectangular box. To the right, there is a 'Document Title:' text input field, a 'File' button with a document icon, and a 'File Type:' dropdown menu currently set to 'PDF'.

Enter the document title. Keep this short as it will appear on the page when you hover over the document icon



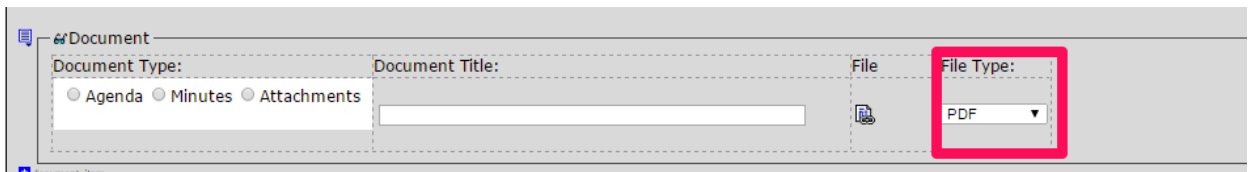
A screenshot of the 'Document' form. The 'Document Title:' text input field is highlighted with a red rectangular box. The 'Document Type:' section and 'File Type:' dropdown are visible but not highlighted.

Upload the document or link to the document using the URL button. See separate procedures for [Uploading Directly to the Smart Form on the Fly](#) and [Uploading to the Library Prior to Updating the Smart Form](#).



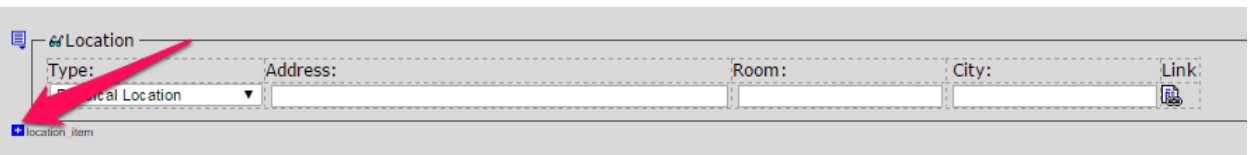
A screenshot of the 'Document' form. The 'File' button, which includes a document icon, is highlighted with a red rectangular box. The 'Document Title:' field and 'File Type:' dropdown are also visible.

Choose the file type by clicking the drop-down menu and choosing from the options available which include: PDF, Word, Excel, Link, Audio File, Video File.



A screenshot of the 'Document' form. The 'File Type:' dropdown menu is highlighted with a red rectangular box. The dropdown is currently set to 'PDF'. The 'File' button and 'Document Title:' field are also visible.

To add a document block, click on the *document_item* icon.



A screenshot of the 'Location' form. A red arrow points to a small blue square icon with a document symbol, labeled 'document_item', located at the bottom left of the form. The form fields include 'Type:' (set to 'Physical Location'), 'Address:', 'Room:', 'City:', and a 'Link' button with a document icon.

Editing Meeting Blocks

To edit the Meeting date, click on the Meeting Calendar Icon and choose a new date.

To edit meeting information click in a field and highlight the information and type over it.

To edit the file type, click the drop-down arrow and choose another option.

Deleting Meeting Blocks

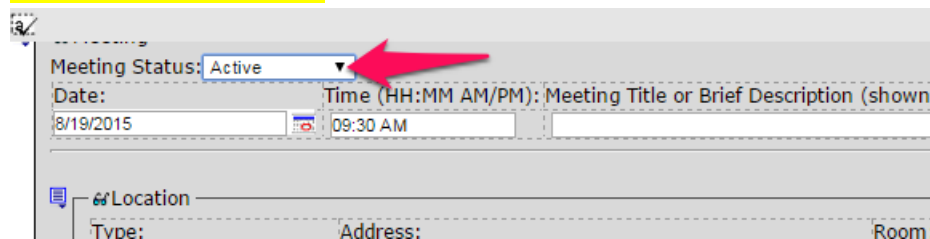
To delete a meeting block, click the *meeting_item* icon and choose Remove from the drop-down menu.

To delete a Location block, click the *location_item* icon and choose Remove from the drop-down menu.

To delete a document block, click the *document_item* icon and choose Remove from the drop-down menu.

Changing Meeting Status

To change a meeting status click the drop-down menu and choose another option. Options include: Active, Cancelled & Rescheduled.



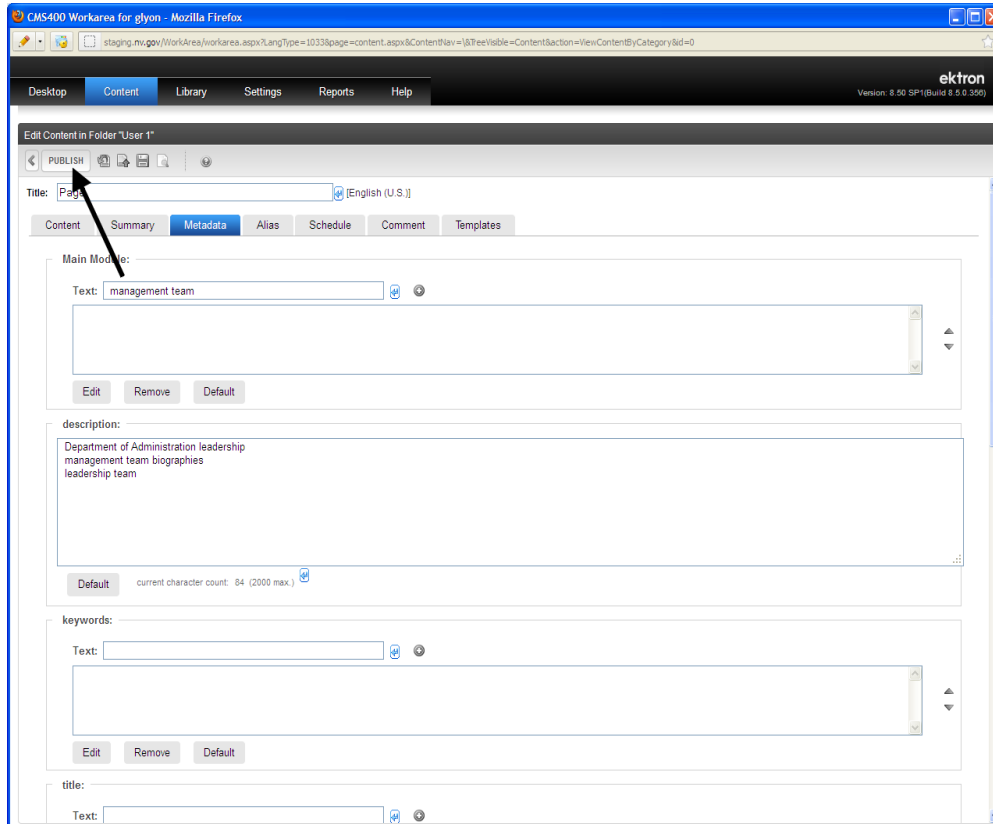
The screenshot shows a meeting form with the following fields:

- Meeting Status: Active (with a red arrow pointing to the dropdown arrow)
- Date: 8/19/2015
- Time (HH:MM AM/PM): 09:30 AM
- Meeting Title or Brief Description (shown)
- Location (with a location icon)
- Type: Address: Room:

Publishing Content

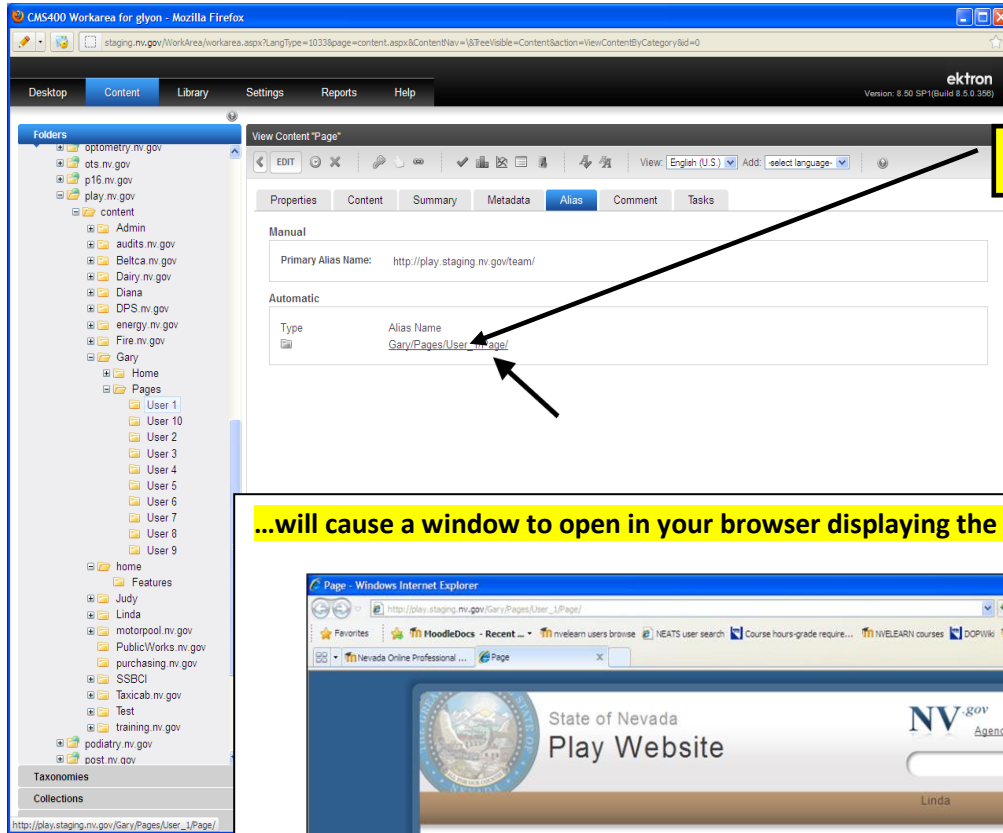
Publishing pushes the changes made to the production site after they next scheduled sync.

Select the “Publish” button in the top toolbar.

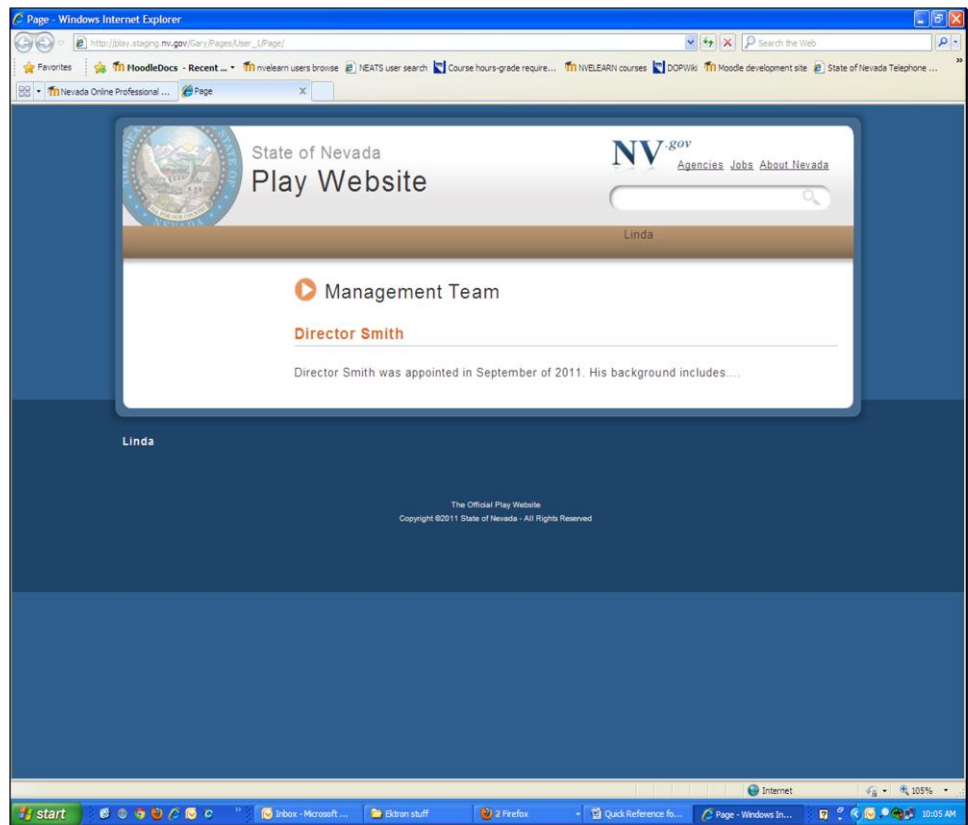


How to Verify Content Appearance

Select the "Alias" tab, and then click on the hot link under "Alias Name" to display the page and verify the content appears as you want it to.

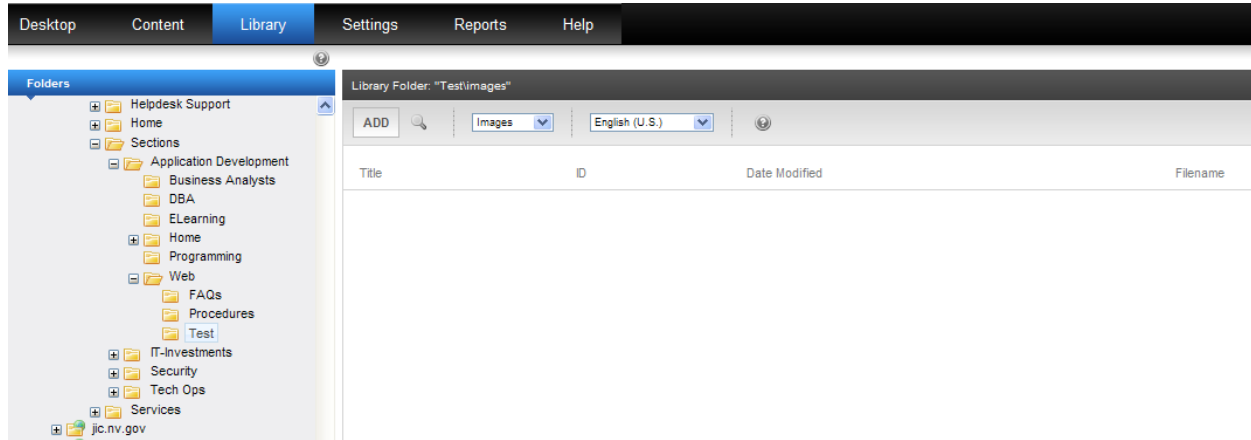


...will cause a window to open in your browser displaying the page you have edited.

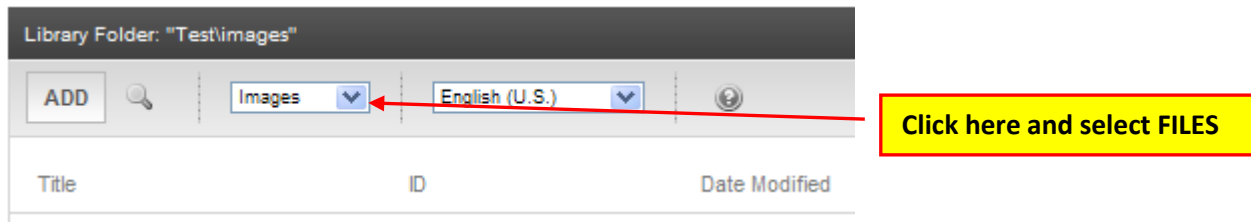


Overwriting (Replacing) a Document Previously Posted

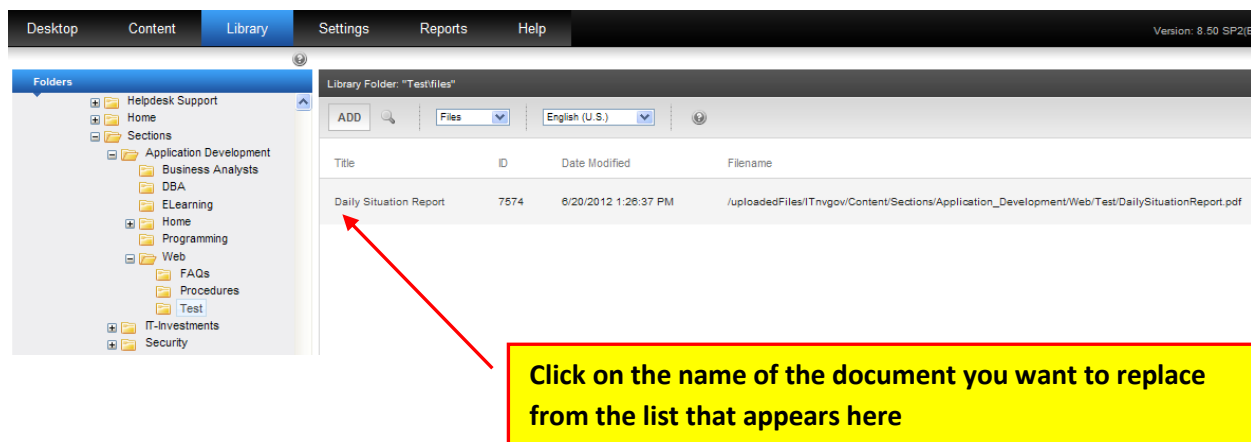
Direct your browser to <http://staging.nv.gov> and log in using your State email login credentials. In the WORKAREA click the LIBRARY tab.



Navigate to the folder the document was previously uploaded to and click the Images drop-down button and choose FILES.







Click on the name of the document you want to replace from the list that will appear in the right pane.



When the VIEW LIBRARY dialog box appears, click on the OVERWRITE icon.

View Library Item in Folder: "Testfiles"

← EDIT    

Title: Daily Situation Report

Filename: http://it.nv.gov/uploadedFiles/ITnvgov/Content/Sections/Application_Development/Web/Test/DailySituationReport.pdf

Library ID: 7574

Parent Folder: Test

Last User To Edit: DEstey, DEstey

Last Edit Date: 6/20/2012 1:26:37 PM

Date Created: 6/20/2012 1:26:37 PM

Description:

Category
No categories selected

Tags
No Tags selected

Preview Daily Situation Report

When the dialog box below appears, click the BROWSE button and then navigate and select the file you are using to overwrite the existing file, then click the UPDATE button.

Overwrite Library Item in Folder: "Testfiles"

UPDATE

Title	Filename
Daily Situation Report	http://it.nv.gov/uploadedFiles/ITnv.gov/Content/Sections/Application_Development/Web/Test/DailySituationReport.pdf

Please select a replacement file.

Current library item:

Preview Daily Situation Report

Summary Metadata

Description:

Paragraph Style | B I ABC | [Rich Text Editor Icons]

When the Message from webpage warning appears, click OK. When it has completed processing the original file has been overwritten with the updated file.

Message from webpage

WARNING: You are about to overwrite a library file!

The filename of the local file will be changed to match the existing filename. This will ensure that web links to this library item do not break.

Continue?

OK Cancel

Go to the browser page you were trying to see changes on and click the refresh button.



Click on this icon to refresh the page.

NOTE: If you were having trouble seeing your changes, you should see your changes now. If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

Deleting a Document or an Image Previously Posted

Do NOT delete documents or images that were previously posted.

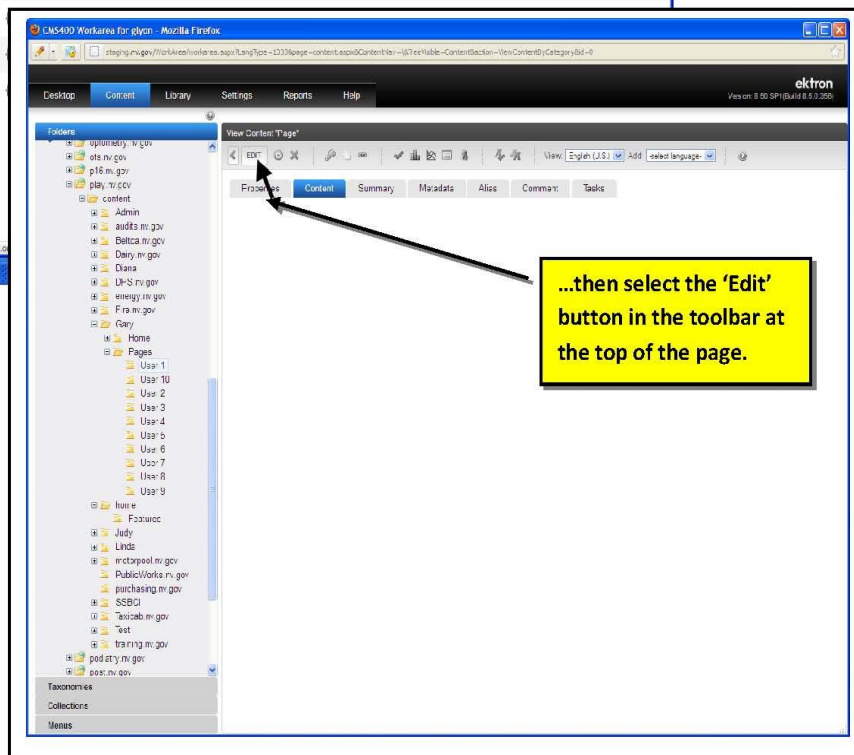
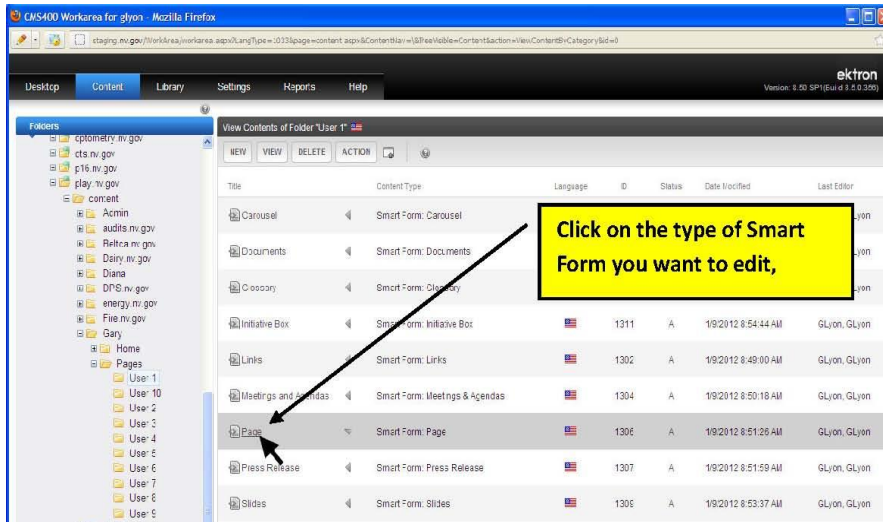
Unfortunately, we are no longer able to delete files (documents or images) or folders from the servers due to sync vulnerabilities. If you have any questions or concerns, please contact Linda DeSantis at stateweb@admin.nv.gov. We are currently working on getting a new CMS.

What you can do is overwrite the document or image in question in the workarea with a document that simply says "This document has been removed from the website. Please go to our website for current information".

If the document no longer exists in the workarea, email stateweb requesting the file on the server be overwritten with the document mentioned above. In the request, please provide the file path to the document you want overwritten.

In the workarea, please ignore unnecessary folders that we are unable to delete.

Adding Content to a Smart Form



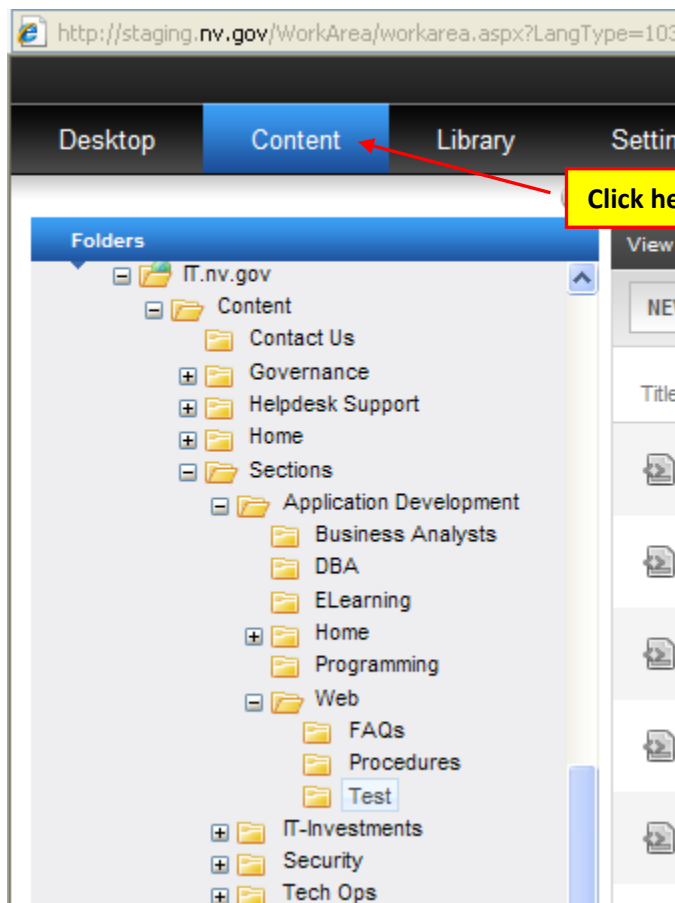
Procedure for Adding a New Document to the CMS

There are two ways to upload a file.

- 1st option is to upload the document before you add it to the content block (or smart form) you want it to appear on.
- 2nd option is to upload the document from within the content block or smart form you want it to appear on.

Direct Upload to Smart Form on the Fly

In the **WORKAREA** make sure you are in the **CONTENT** tab area, and then navigate to the folder containing the smart form or content area you wish to add the document or file to. Open the smart form or content area.



You can add an image to most smart forms, content blocks or using a straight HTML content block.

In the smart form or content area, click the image icon. This example uses the PROGRAM PAGE Template.

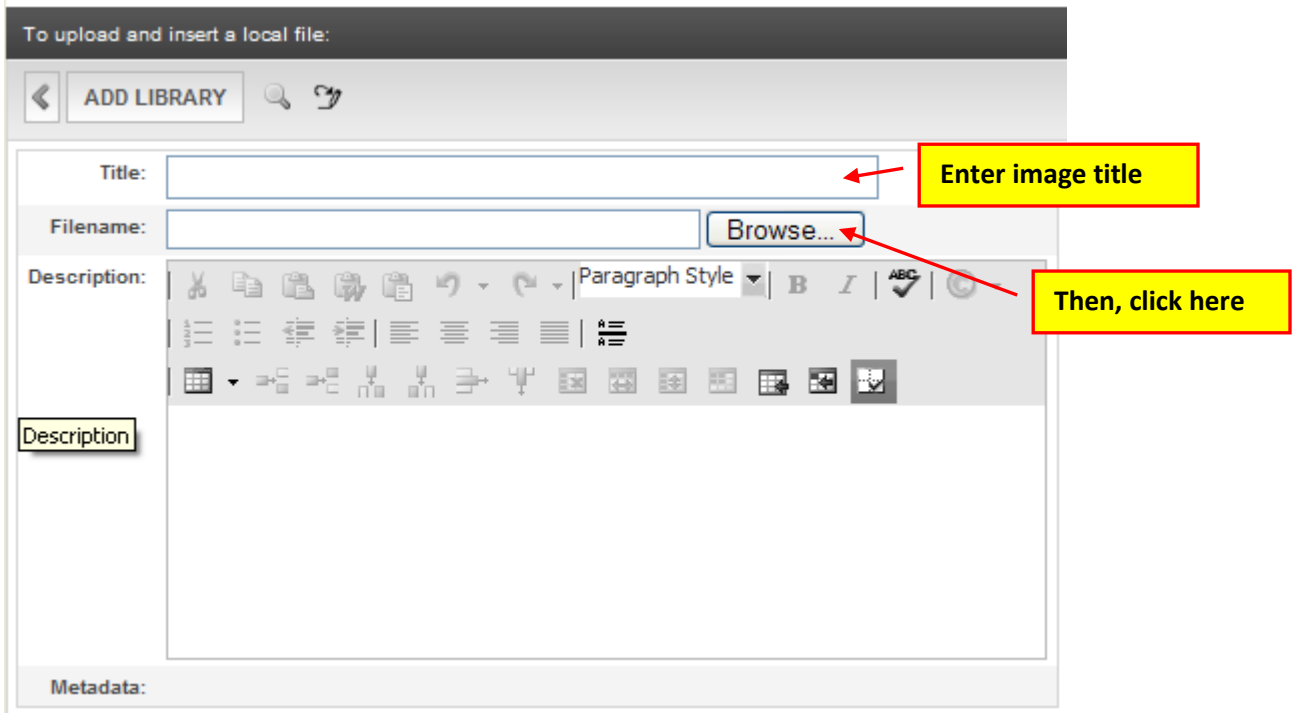
The screenshot shows a CMS interface with two main sections. At the top, the label 'Image:' is followed by a small image icon. A red arrow points from a yellow callout box labeled 'Click image icon' to this icon. Below this, the interface is split into two panels. The left panel is titled 'Bottom Boxes' and contains a 'Bottom Image' section with fields for 'Title:', 'URL / Document:', and 'Image:'. A red arrow points from a yellow callout box labeled 'Click where you see this symbol' to the 'Image:' field. Below it is a 'Link / List' section with 'Title:' and 'URL / Document:' fields. The right panel is titled 'Links' and contains a 'Link / List' section with a 'Group:' field, and a 'Link / List Item' section with 'Title:', 'URL / Document:', and 'Image:' fields. A red arrow points from a yellow callout box labeled 'Click where you see this symbol' to the 'Image:' field in the 'Link / List Item' section.

[Click here to add the image to a plain HTML Content area.](#)

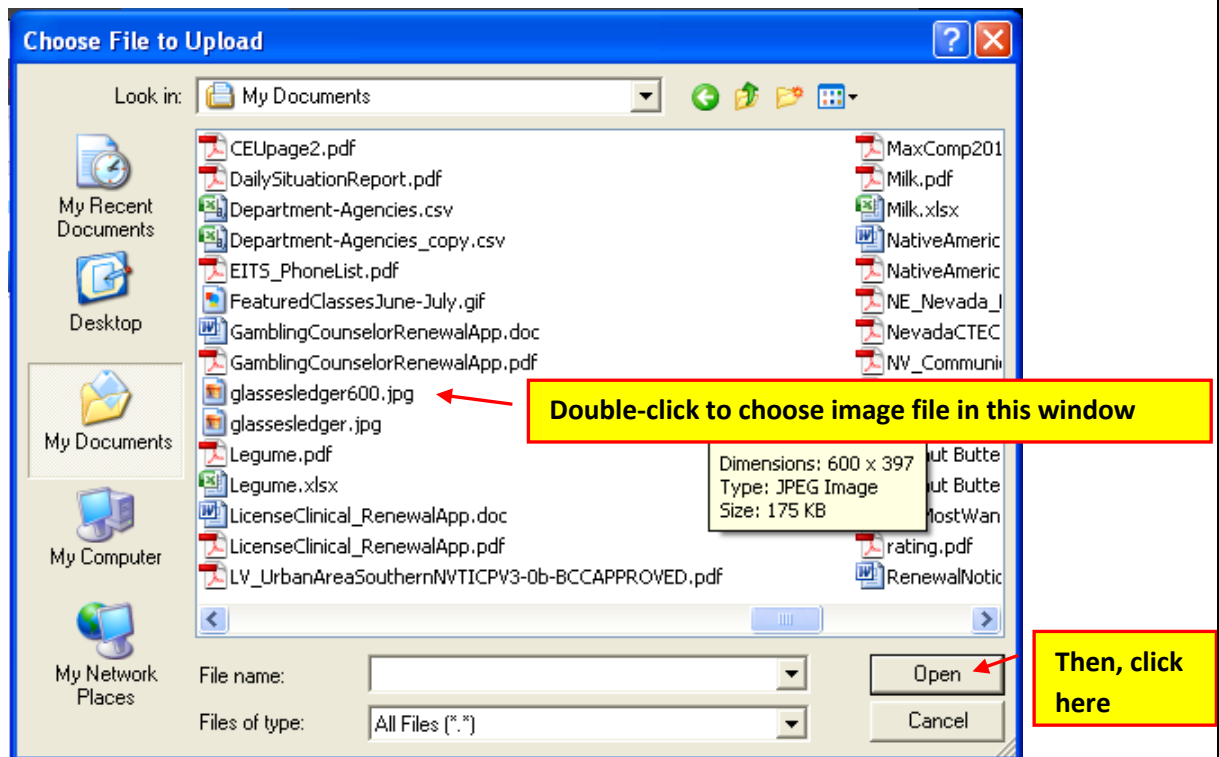
When the CMS400 LIBRARY dialog box appears, in the left pane, navigate to the folder you want to upload the image to and then click the ADD LIBRARY button.

The screenshot shows the 'CMS400 Library For destey' dialog box. On the left is a tree view of folders under 'IT.nv.gov', including 'Content', 'Contact Us', 'Governance', 'Helpdesk Support', 'Home', 'Sections', 'Application Development', 'Business Analysts', 'DBA', 'E Learning', 'Home', 'Programming', 'Web', 'FAQs', 'Procedures', 'Test', 'IT-Investments', 'Security', 'Tech Ops', and 'Services'. A red arrow points from a yellow callout box labeled 'Navigate to the appropriate folder, then' to the 'Test' folder. On the right, the 'Library Folder: "Test\images"' is shown. Below this is an 'ADD LIBRARY' button and a language dropdown set to 'English (U.S.)'. A red arrow points from a yellow callout box labeled 'Click here' to the 'ADD LIBRARY' button. Below the button, a table lists library items, with one entry: 'Help jpeg [uploadedImages\ITnv.gov\Content\Sections\Application_Development\Web\Test\HELP.jpg]'.

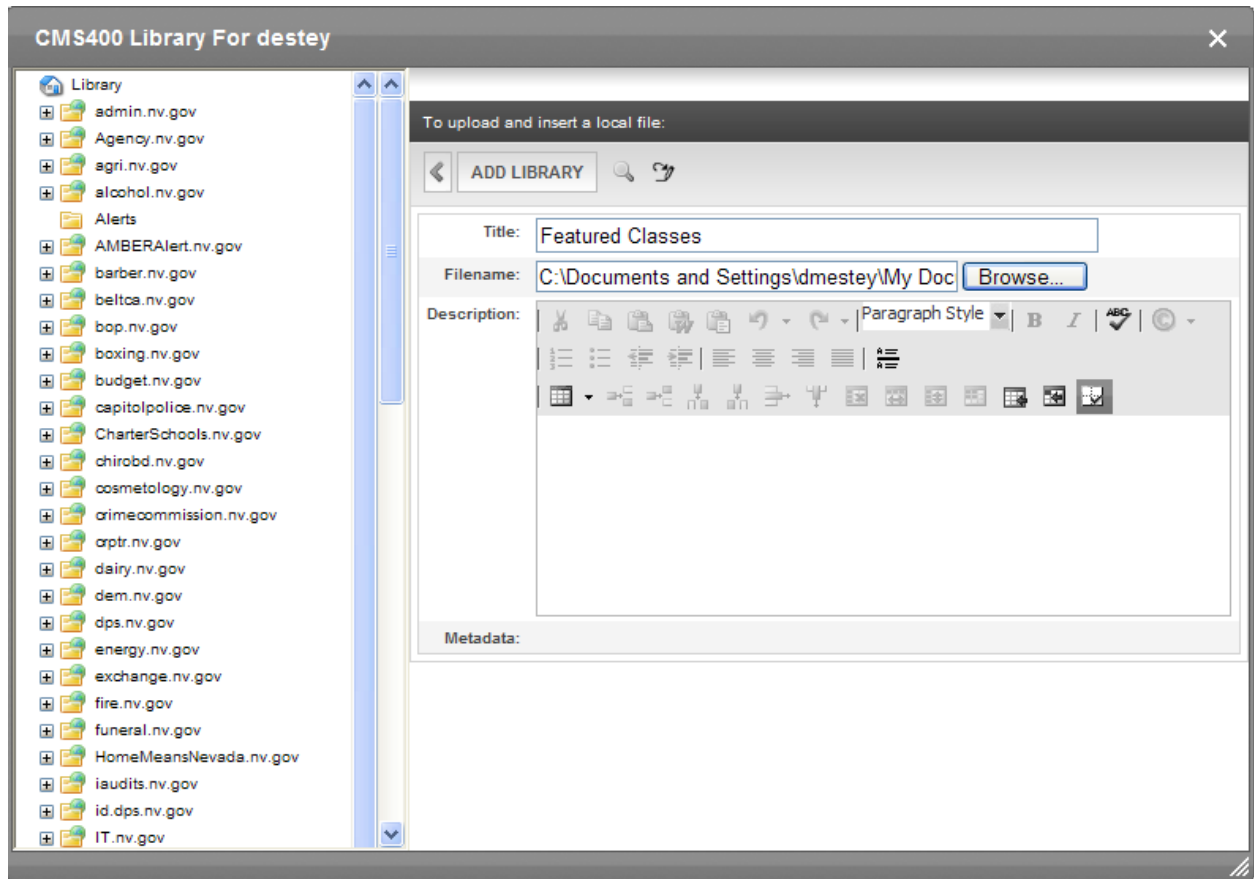
Enter the image title and click the BROWSE button.



When the CHOOSE FILE TO UPLOAD window appears, locate and double-click on the image you want to add to the CMS library and your page.

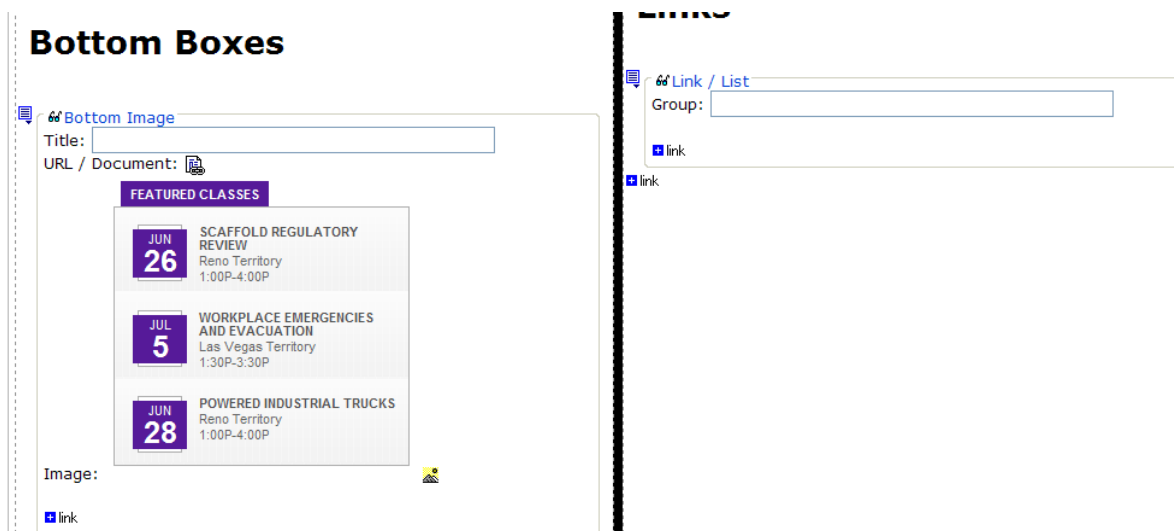


Click the **ADD LIBRARY** button to import and add your image to CMS and to the page.



PLEASE NOTE: Size the image before you upload it to CMS.

The finished product will look similar to the print screen showing below.



Go to the browser page in the staging environment and verify your image has been added to the page.



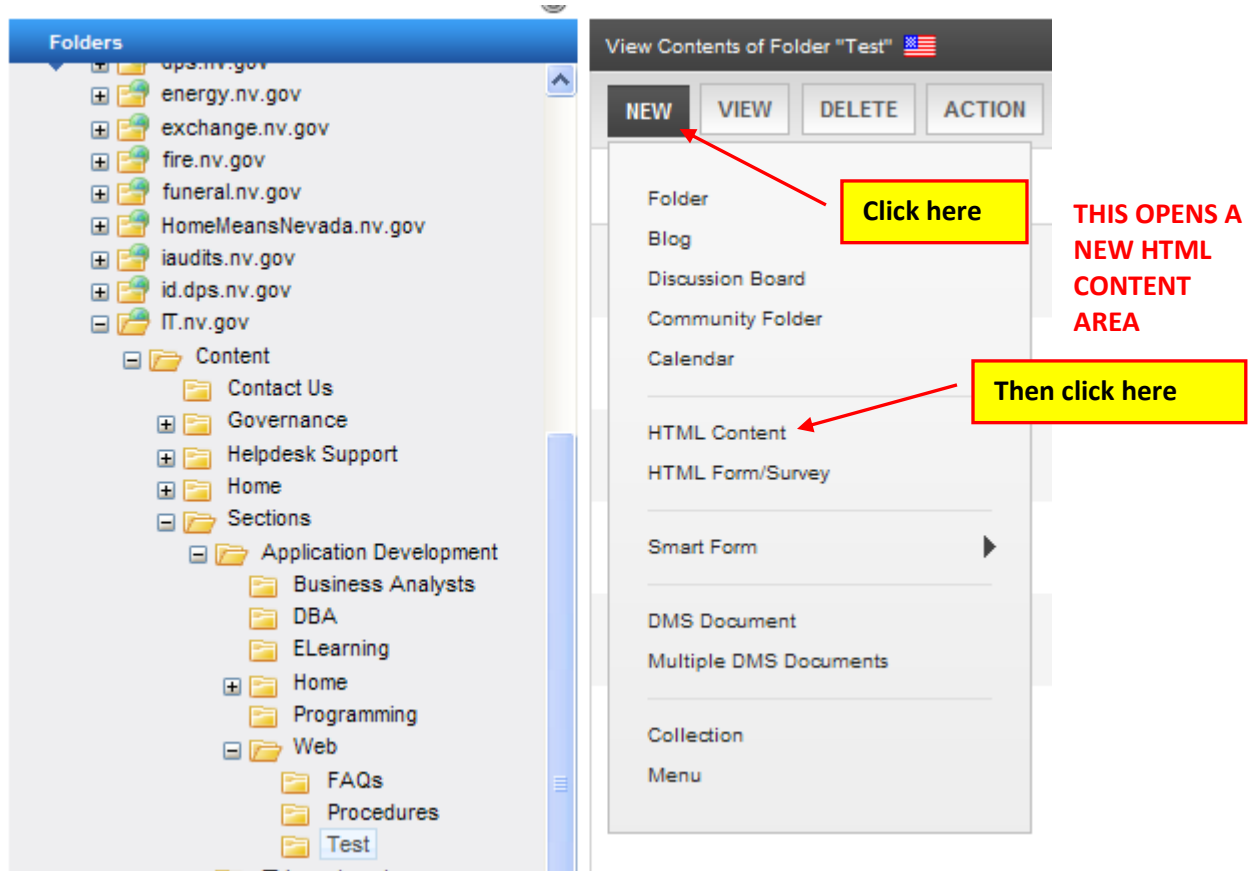
Click on the refresh button to verify the image is there

NOTE: If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.

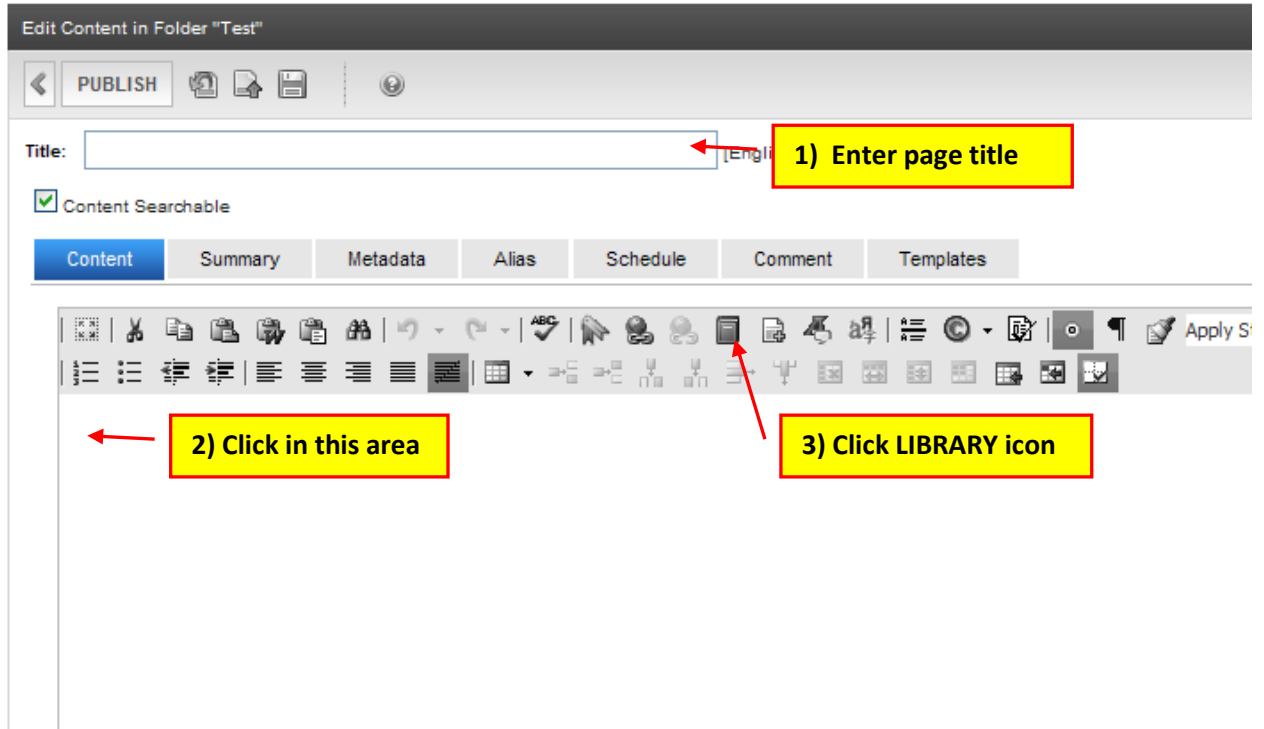
If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.

To add an image to an HTML content area:

Open the WORKAREA to the CONTENT TAB, click NEW then HTML CONTENT from the drop-down menu or open the HTML Content area you want to add the image to.

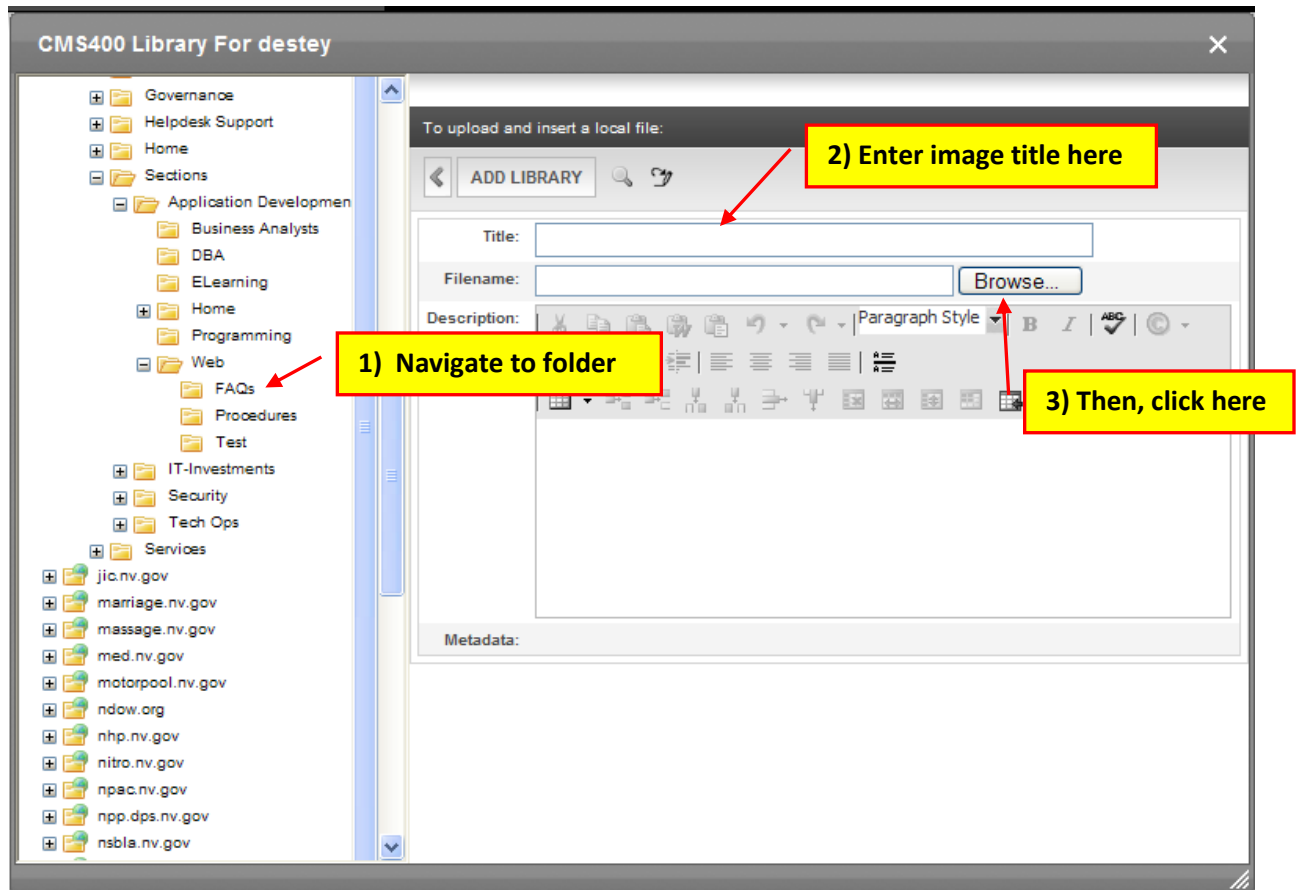


When the HTML Content area appears, enter a page title, place your cursor in the window, and then click on the LIBRARY icon button.

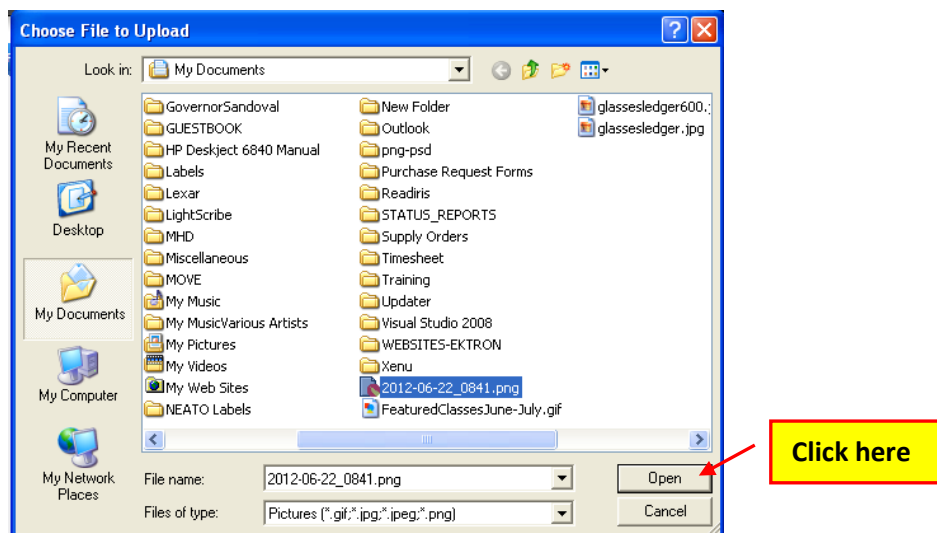


Add Image Directly to a Smart Form

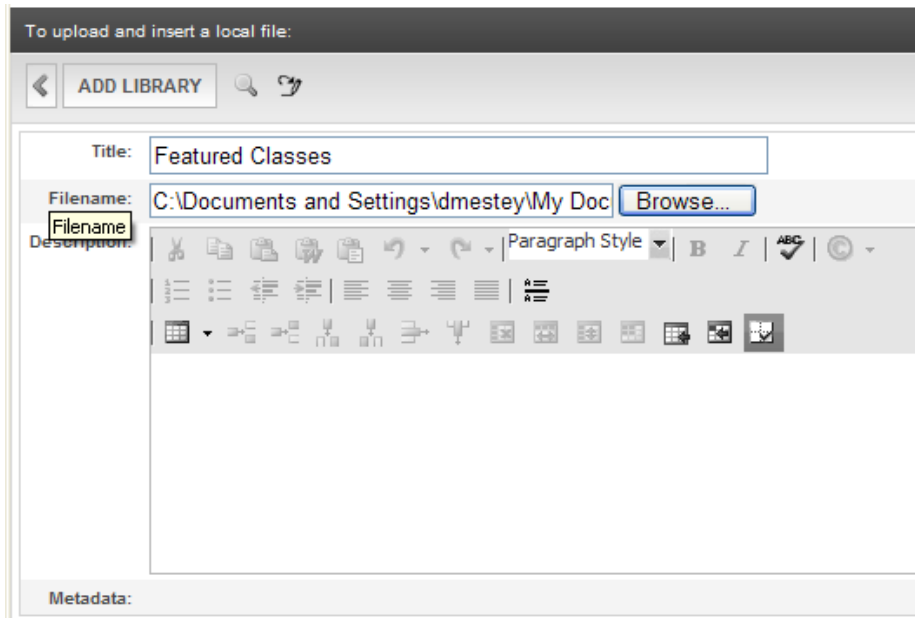
In the CMS400 LIBRARY navigate in the left pane to the folder you want to upload the image to, enter the image title and then click the BROWSE button.



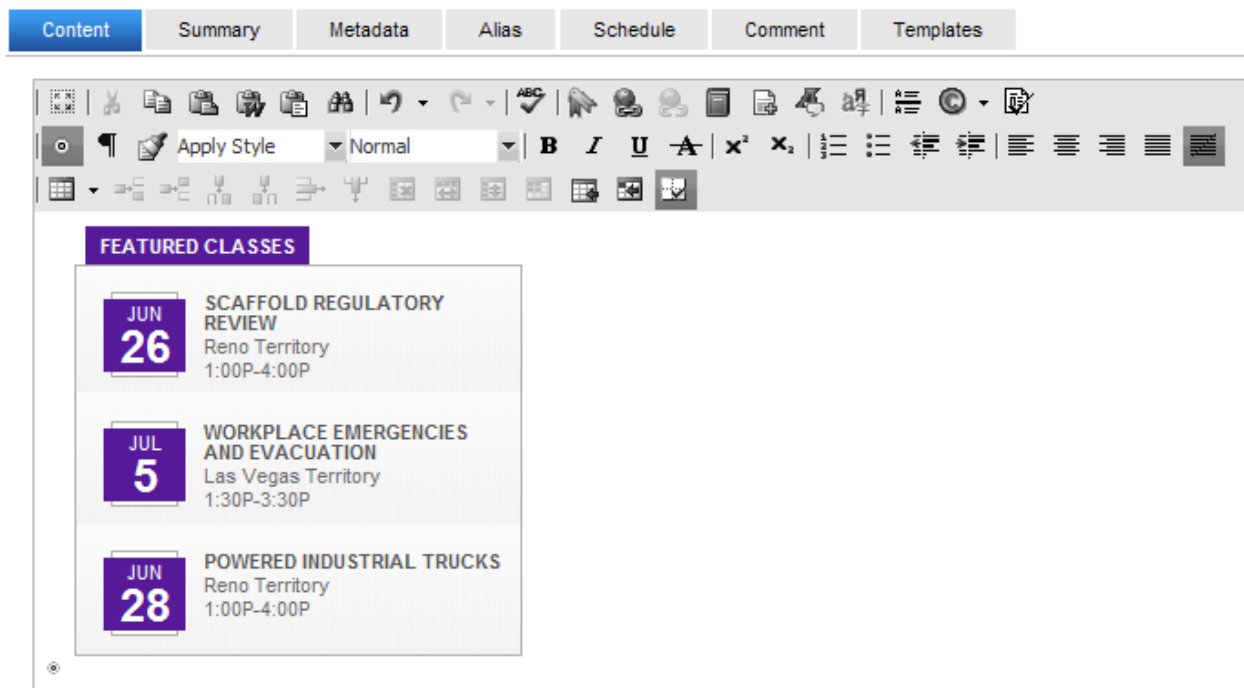
Navigate to and double-click on the image you want to upload, and then click OPEN.



When the dialog box below appears, click the ADD LIBRARY button to import the image to CMS and your page.



The finished product will look similar to the html content area below.



Adding Bullets or Numbering to a Smart Form

Smart Form Templates:	Fields that Accept Bullets/Numbering
Links	Page Copy & Category Description
Meetings & Agendas	Page Copy only
Page	Paragraph field only
Page - Program	Paragraph Copy
Service Catalog	Page Paragraph & Description
Staff List	Page Paragraph & Description
Tab	DO NOT USE AT THIS TIME FOR ANYTHING

Open one of the smart forms listed above (for the example below the PAGE smart form template was used). Click in a field that accepts bullets/numbering. Type your list of items, making sure to hit the enter key between each one.

Paragraph:

- bagel
- muffin
- whole wheeat bread
- white bread
- Honey-wheat Berry

Image:

Click in a field that accepts bullets/numbering and create your list.

Highlight the list by selecting all of it.

Paragraph:

- bagel
- muffin
- whole wheeat bread
- white bread
- Honey-wheat Berry

Highlight to select entire list

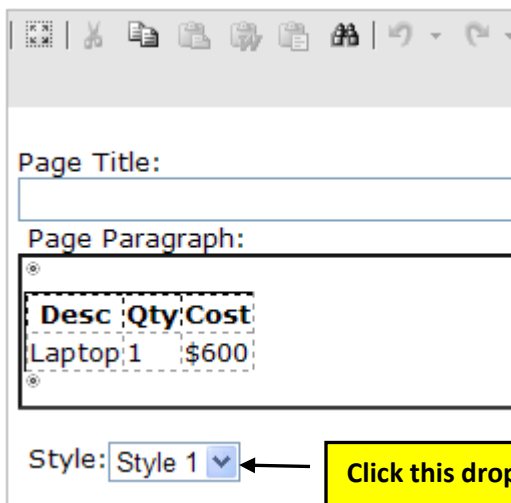
Then, click on either the bullet or numbered list icon to add the bullets or numbering to the list.

How to add a Table to a Smart Form

You can add a table to the following Smart Form templates:

- LINKS - Both the **Page Copy field** and the **Category Description** fields will accept tables.
- MEETINGS AND AGENDAS - is already set up as a table for you with 5 columns. You can have as many rows as you like, but are limited to five columns entitled Date, Location, Agenda, Minutes & Attachments.
- PAGE – Only the **Paragraph field** will accept a table.
- STAFF LIST - Both the **Page Copy** field and the **Description fields** will accept tables.
- SERVICE CATALOG – This template already contains a table for rates. However, it will also allow you to add a table in both the **Page Copy** field and the **Description fields**. **PLEASE NOTE: When using this template any tables you create will NOT be formatted the same as the table already contained in the template.**
- PAGE PROGRAM - Only the **Paragraph Copy field** will accept a table.

You can choose from one of two Table styles by selecting the appropriate style in the Smart Form as shown below.



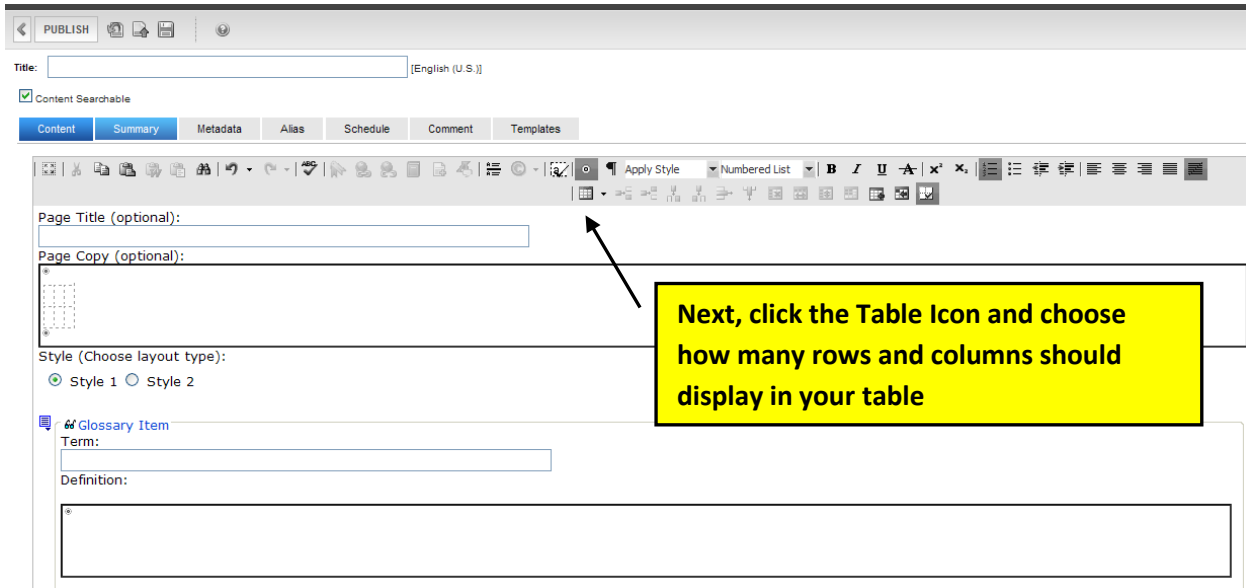
The screenshot shows a Smart Form editor interface. At the top is a toolbar with various icons. Below it are two text input fields: "Page Title:" and "Page Paragraph:". The "Page Paragraph:" field contains a table with the following content:

Desc	Qty	Cost
Laptop	1	\$600

Below the table is a "Style:" dropdown menu currently set to "Style 1". An arrow points from a yellow callout box to this dropdown menu.

Click this drop-down menu to change the style of the table. You have two options one in orange and one in blue.

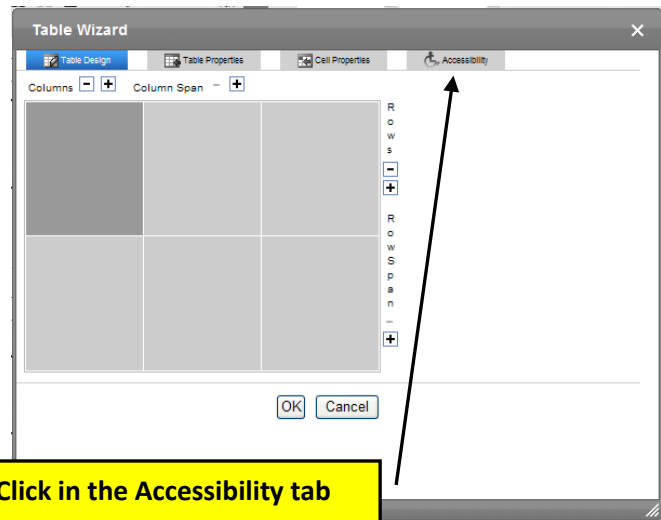
Click in a field and then choose the table icon and select the number of rows/columns you want the table to display.



Next, click the Table Icon and choose how many rows and columns should display in your table

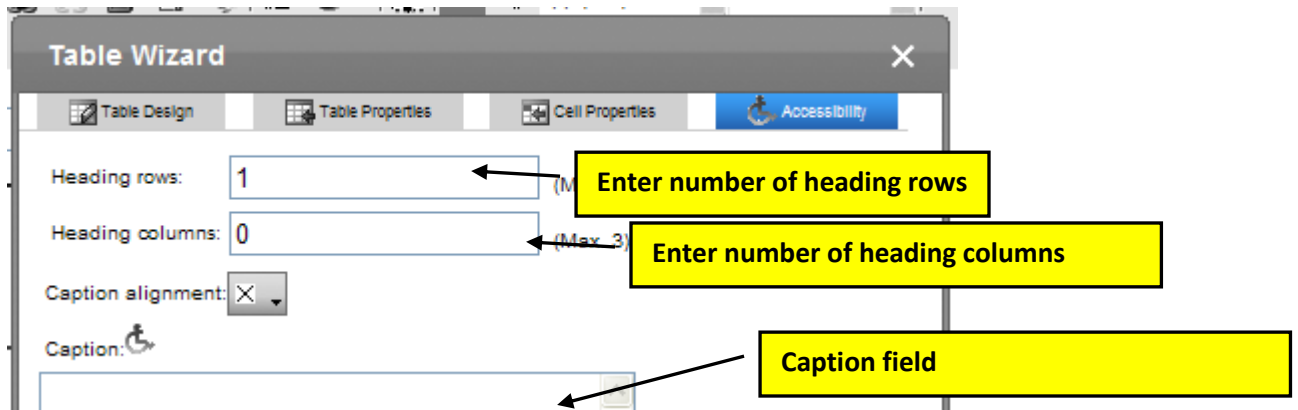
NOTE: DO NOT SET ANY CELL OR TABLE SIZES, IT WILL AUTOMATICALLY TAKE CARE OF THAT IN THE NEXT STEP.

Right-click in a cell in the table just created, and choose SET TABLE PROPERTIES. The following dialog box will appear. Click on the Accesibility Tab.



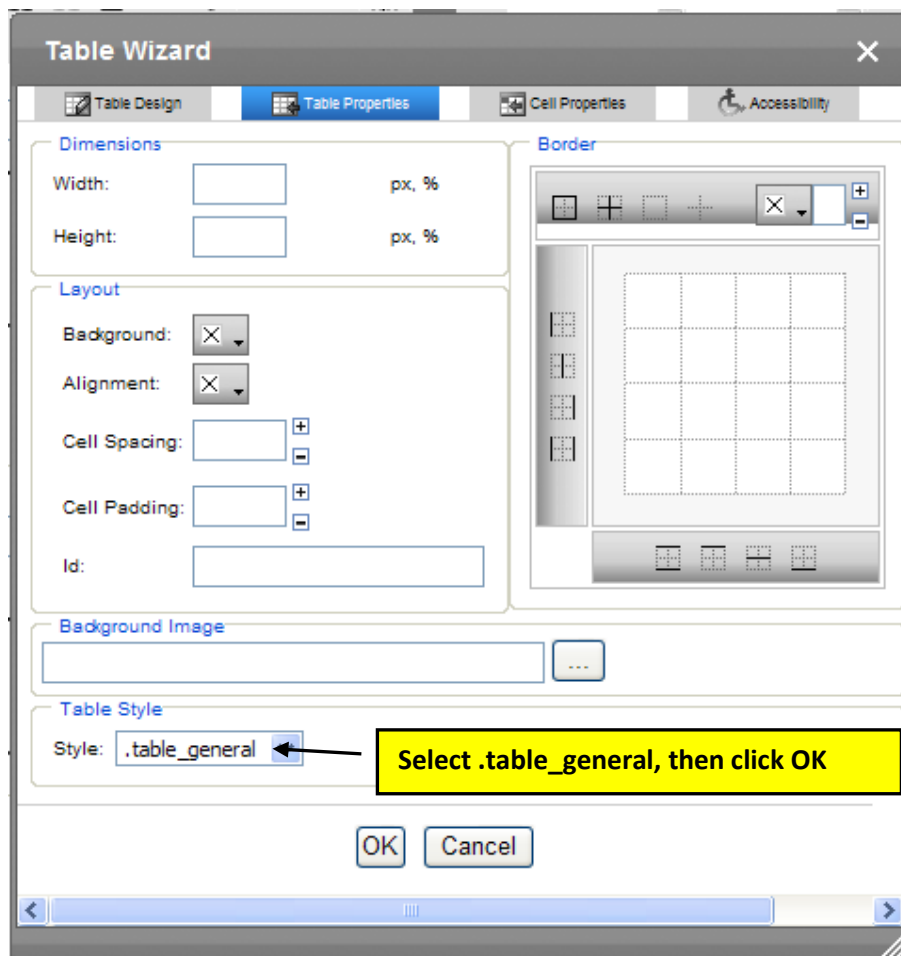
Click in the Accesibility tab

When the following dialog box will appears. Enter the number of rows or columns you want to appear as table headings in the Heading Rows and Heading Columns fields, then click OK.



Next, make sure to enter a Table Caption in the Caption Field

Next, click on the Table Properties tab. When the dialog box below appears, under Table Style, choose .table_general, then click OK.



Your table will be formatted similar to the tables below when viewed in a browser.

STYLE 1

Tier	From	To	Rate	Amount

STYLE 2

Desc	Qty	Cost

Desc	Qty	Cost
Laptop	1	\$600

Smart Form Page Layouts

Can be found online at http://agency.nv.gov/Pages/Pages - Smart_Forms/.

5/22/13

Pages - Smart Forms

Page Layouts

PAGE LAYOUTS - SMART FORMS

Page

We have built out the most common *smart form* pages for agencies to use. A *smart form* is a form which guides content contributors to simply fill out a form to add content to a website while not having to know any HTML or programming languages. By using a smart form all content is added in a uniform and organized manner.

We will continually add new *smart forms* to the system and will post them here along with a sample of the features they provide. In the mean time choose a smart form type from the left menu to see a sample of the layout and the different style options to choose from.

Page

The page smart form provides content contributors a form to populate a general information page. The form provides for basic paragraph and images. It also provides for the selection of two header options.

Links

The links smart form can be utilized to display a list of related links. The options include building links by category along with 5 layout options.

City Websites

List of City Related Websites

- City of Reno**
http://reno.nv.gov
City of Reno's Website
- City of Las Vegas**
http://lasvegasnevada.gov
City of Las Vegas's Website

Meetings & Agendas

Meetings and Agendas smart form provides for three unique styles to display minutes, agendas and attachments along with the date and time of each meeting. Content contributors can populate the full year and come back at any time before or after the meetings to post agendas, minutes and any attachments related to the meeting.

Press Releases

The press releases section is a combination of using the template and the smart forms. The listing of press items has only one style with the press release itself comes in two style options. The press release allows for content contributors to attach images, documents and links to the press release.

Glossary

Glossary provides a way to list definitions and terms related to the topic or agency. There are two styles to choose from.

agency.nv.gov/Pages/Pages_-_Smart_Forms/

1/2

Computer Operations
 Provides computer-processing services (24 x 7 x 3 including maintenance and server farm. Also provide

Contract Administration
 Responsible for developing and issuing Requests / technology components, contract review and issue State agency requests for IT consultants through I

Data Networking (SilverNet)
 OIT's statewide data network providing high speed for State agencies, local and county governments internet access, dialup and Virtual Private Network

<p>EXECUTIVE</p> <p>Governor</p> <p>Lt. Governor</p> <p>Attorney General</p> <p>State Treasurer</p> <p>State Controller</p> <p>Secretary of State</p>	<p>LEGISLATURE</p> <p>Legislature Website</p> <p>Legislature Meetings</p> <p>Find Your Legislator</p> <p>Nevada State Senate</p> <p>Nevada Assembly</p>	<p>ALERTS</p> <p>Amber Alerts</p> <p>Fight Fraud</p> <p>Weather Alerts</p> <p>211 - Service Information</p> <p>511 - Road Conditions</p> <p>911 - Emergency Help</p>	<p>HELP</p> <p>Homework Help</p> <p>Nevada Maps</p> <p>USA.gov</p> <p>STATE EMPLOYEES</p> <p>Health Benefits (PEBP)</p> <p>Time Sheets (NEATS)</p>	<p>ABOUT NEVADA</p> <p>Tourism Information</p> <p>Economic Development</p> <p>Start a Business</p> <p>Find a Job</p> <p>Nevada Colleges & Universities</p>
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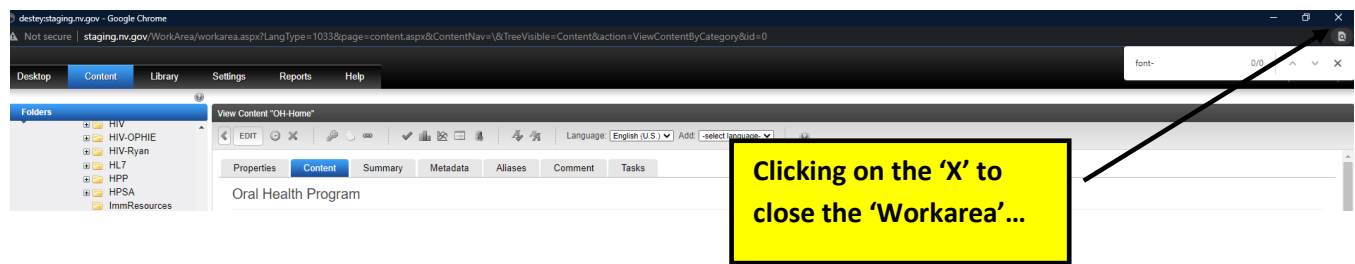
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Add Menu Categories, Items to Drop-Down Menus, Left Content Navigation.

Email stateweb@admin.nv.gov to request links to be added to the top and left-navigation when you add links to the pages within your site.

Logging Out

Close the WORKAREA by clicking on the 'X' in the top right corner, then direct your browser to <http://staging.nv.gov> and log out by clicking on the LOGOUT button.



Responsive Upgraded Site Options

Why were sites upgraded?

The original State of Nevada website design has a professional look, and works well with desktops, but since the initial design the use of small display smart phones and large display desktop monitor use has dramatically increased. Since most displays have both greatly increased and decreased it's time to upgrade how we display our information to the public.

The responsive display is designed to fill the user's different sized displays minimizing wasted space. With the responsive redesign the additional features also add some graphical features to make a more modern appearance for your website. The new features focus primarily on just the home page. Your pages other than the home page can continue to be the Page Program Smart Forms (ADA Page Program V4 and others). You can choose to rebuild your home page with the new full screen features, but your website will be just fine if you don't want to rebuild.

If your site is new to Ektron, it is recommended you build all your pages using responsive smart forms.

[You can view a Home Page Comparison by clicking here.](#)

[You can compare the State: Page Program V4 smart forms by clicking here.](#)

Examples of what a responsive homepage can look like

[Multiple elements can be used to create a homepage.](#) This homepage combines the responsive navigation with an alert box, a slider, a carousel of icons, different colored buttons, three image buttons, and a splash page along with a Responsive Body smart form.

For more information on responsive smart forms please visit <https://agency.nv.gov/responsive/responsive/>.

Responsive Smart forms include:

- [Responsive Slider](#): This smart form provides a slide show when used with multiple images. With the full slide display, you can decide on the height you want, and how the title displays. You can also decide the order for your slide, you can make it the first item, or somewhere else on your page.
- [Responsive Buttons](#): This smart form provides different sized and colored button options, from simple square buttons to image buttons rolling over a background photo.
- [Responsive Splash Screen](#): This smart form is setup with a title, secondary statement, links and an image that scrolls over a beautiful background image. *Please note, the image must be dark enough that when the white text is displayed, the contrast ratio is a minimum of 4.5:1.* Below that a responsive body smart form is displayed with 4 columns.
- [Responsive Three Image Banner](#): This smart form provides three images with text over the image that meets ADA success criteria.

- [Responsive Body](#): It can be used as a Home Page feature or a stand alone page. The purpose of the Responsive Body is to be a flexible use page to display text, images, twitter feeds, columns, etc.
- [Responsive Border / Separator](#): creates a black border between elements.

Approval Chains – Approving Content

An approval chain applied to a website creates a series of user groups who must approve content before it can be published to the website. If your agency’s website has an approval chain applied, someone must approve changes before they are published on the site regardless of when you actually made the update.

How to know if an approval chain has been applied to site?

After editing content, you see a “Submit” button instead of a “Publish” button, the site has an approval chain applied. You can also tell the status of content by noting the letter shown in the Status column.

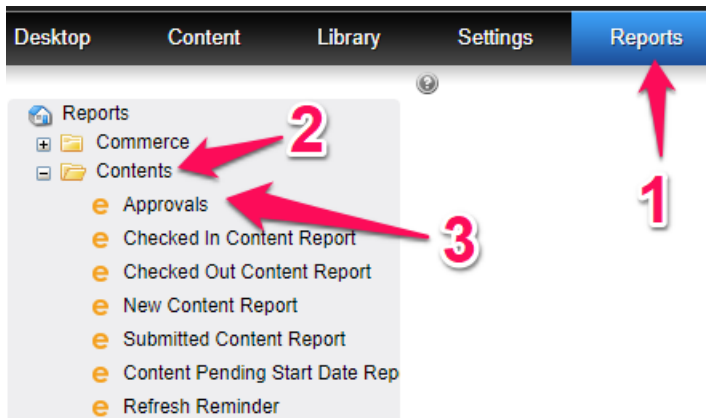
Title	Content Type	Language	ID	Status	Date Modified	Last Editor
Access Nevada	Smart Form: ADA State: Page Program V4		146524	A	12/17/2019 02:35:57 PM	DEstey, DEstey

If it displays an

“A”	Content has been approved
“I”	content has been checked in, but not published
“P”	Content is pending (typically you see this when something has been scheduled and the scheduled date and time have not been reached).
“S”	submitted for approval
“O”	Content has been left checked out

If you are an approver – locate content submitted for Approval

To approve content, click the Reports button in the Ektron workarea and click on Contents and then Approvals.



To Approve Content

Check the box next to the content you want to approve and click the Approve All button.

