# Contents

LOGGING IN ........................................................................................................................................... 1

WEBSITE MODULE .................................................................................................................................... 2
  List View Sub-Module ................................................................................................................................. 3
  Web Pages Sub-module .................................................................................................................................. 4
    Editing an Existing Web page ....................................................................................................................... 4
    Inserting an Image ...................................................................................................................................... 6
    Inserting a Link to a Webpage ................................................................................................................... 8
    Inserting a Link to an Email Address ......................................................................................................... 10
    Inserting a Link to a Document ................................................................................................................ 11
    Removing a Link ....................................................................................................................................... 13

APPENDIX A: THE TOOLBAR ..................................................................................................................... 16
LOGGING IN

1. Open a web browser
2. Go to clas.wayne.edu/login
   - Your username is your access id. Your password is the one for the CLAS Web Editing System – not your WSU password unless you make them the same (If you forget your username or password click the "Forgot Username or Password?" links to have them emailed to you).

3. "Click Log In".

4. After you log in, a screen like the one shown below will appear.

On the left, click the name of the module you want to use:
   - Website – used to manage your web pages, manage the large rotating photos on your home page, and to upload files and images
   - News & Press – used to manage news items and your social media links
   - Events – only used to add an image for the Event box on your home page
     - **The event module is not used to add / edit events on your event calendar** – use events.wayne.edu for this purpose
   - Spotlights – used to manage your spotlight stories on your homepage
   - How do I? – used to manage the "How do I..." questions on your home page
     - Only used by departments, programs, and centers
   - Users – used to manage the people in your Faculty and Staff Directory
   - Help – provides links to documentation
WEBSITE MODULE

The website module is used to:

- manage your web pages – "Web Pages" or "List View" tabs
- manage the large rotating photos on your home page - "Slider Images" tabs
- manage images and files – "Image Library" tab

When you click "Website" form the list of modules, the web pages for a website are displayed.

There are several types of web pages in a website:

- normal web pages – these are part of the menu system
- hidden web pages – these are pages that are not part of the menu system – they are usually linked from a normal web page
- disabled web pages – a web page that is no longer used in the website but that has not been deleted yet
- left-hand menu webpages – these are pages that are part of the menu system but which only appear in a menu bard on the left of another page

All of the web pages are edited in the same way – the only difference is in how one accesses a page to edit it. All of the web pages can be accessed from the Web Pages Sub-module, or the List View Sub-module.
List View Sub-Module

This module displays a list of all the web pages, regardless of type, in a website. To access the List View Sub-module, click “List View” while on the Website Module (see previous page).

To find a specific page, type part of its name in the “Page Name” box and hit ENTER.

The “Type” column shows you what type of page a webpage is:

- Pre-Configured – a webpage that has a special layout – such as the Home page or the “How do I” pages – these pages are only created by the CLAS Web Master
- Standard – a normal webpage
- Link/URL – a webpage that only has a page name a hyperlink to another webpage – either a page in your website or to a page on another website
- System – not currently used

You can filter by page type using the “Type” drop-down.

The “Created By / Last Update” columns shows who created a page and who last updated the page. The “Status” column indicates the status of a page

- Draft – a page that is not finished yet – can’t be viewed
- Approval Pending – not used
- Live – a page that is finished and can be viewed
- Disabled – a page that used to be live but which is not no longer used but may be needed in the future

To edit a page click its name. Read the pages in the Web Pages Sub-module section for directions on editing a page.
Web Pages Sub-module

The Web Pages Sub-module is used to create, edit, and delete web pages.

Editing an Existing Web page

When you click "Website" from the list of modules, the web pages for a website are displayed.

Click a webpage's name to open it – it will open like shown below.

Webpage Edit Screen

Position the cursor where you want to make changes and make them. Use the icons on the toolbar to format the text and to insert hyperlinks and images (see Appendix A for an explanation of what each icon on the toolbar does).
There are buttons labelled "Save changes" at the top and bottom of the screen. Use these frequently. We suggest you make changes, save them, and view them on the live website. Then either tweak the change you made, or continue on. When done, click "Save & Exit" to exit the page.

After 30 minutes without clicking save, when you do so you will be asked to login again - on very rare occasions your changes may be lost. Save often! If you have a lot of content to type from scratch, you may wish to type in Notepad / TextEdit and then copy it from there.

**TIP:** In Windows 7 Notepad is found by clicking "Start" and going to "Programs and Accessories". TextEdit on a Mac is found in the Applications folder.

**NEVER PASTE FROM MS-WORD OR ANY OTHER WORD PROCESSOR.**

This will cause formatting issues. If you have content in a MS-Word, Excel, Published, etc. file, copy it to Notepad (Textedit on a Mac), and then copy from Notepad to the web editor. You will need to re-format your content, but you will avoid headaches caused by line spacing, margin changes, and other code from the original document.
Inserting an Image

You can upload the following image file types: jpg (not jpeg), png, and gif. Large images should be resized before being inserted into your webpage. If you do not have image editing software, try a free, web-based program pixlr.com. While you can resize an image in the web editor, this does not change its file size. Files must be smaller than 4MB – large files slow down the loading of a webpage in a web browser.

1. Position your cursor where you want to insert an image.
2. Click the image icon . The window below will appear. Click "Browse Server".

A window will appear showing all the images you have uploaded in the past. See below.

3. In the box below click "Browse" to select a file from your computer.

Double-click one of these images to insert it and proceed to step 7, or to upload a new image click the + sign on the images folder to open it, and then click "Upload".
4. Find the image you want to upload, select it, and click "Open".

5. Click "Upload Selected File".

6. The image will now show in your list of images on the web server – double-click it.
7. Use the fields on the box below to format the image.

Alternative text – enter a very brief description of the contents of the image – this is used by screen reading software for people with visual impairments.

Width and Height – use these to resize the image.

Border – type a number here to put a border around the entire image – the larger the number, the larger the border.

HSpace and VSpace are used to pad the image and text that is wrapped around it – usually a value of 5 works well.

Align – used to control how text wraps around an image. Select either Left or Right – the other choices are not very useful. If you select left, the image will be on the left of the screen and text will wrap on the right of the image. If you select Right, the image will appear on the right of the screen and text will wrap on the left of the image.

Click OK.

**Editing an Existing Image**

To change the properties of an image you have inserted onto your webpage, click the image to select it and then click the image icon ![Image icon](image.png) (or in some browsers you can right-click the image and click Image properties).

To delete an image select it and click the Delete key on the keyboard (this does not delete the image from the web server).

**Inserting a Link to a Webpage**
You can insert a link to a webpage by:

1. Highlight the text that will be clickable when the link is inserted.

2. Click the link tool 🌐

3. In the URL box field type / paste the web page address.

4. Click "OK".

**Editing a Link to a Webpage**

Highlight the text for the link, click the link tool 🌐, change the URL and click OK.
Inserting a Link to an Email Address

You can insert a link to an email address by:

1. Highlight the text that will be clickable when the link is inserted.
2. Click the link tool.
3. Change the Link Type to "Email"
4. Type / paste the email address on the "E-mail Address" field.
5. If you want, you can specify the subject of the email by typing it on the "Message Subject" field.
6. Click "OK".
Inserting a Link to a Document

You can create a link that will open a Word, Excel, PowerPoint, or PDF file. There is a 4MB file size limit.

1. Highlight the text that will be clickable when the link is inserted.

2. Click the link tool and then click "Browse Server".

3. All the files already put on the web server are displayed. Double-click the file you want and go to step 10, OR upload a new one.

4. Click the + in front of the Files folder to open it.
5. Click the name of the folder you wish to put the file in. Click Upload.

6. To select a file to upload, click Browse

7. Select a file from your computer and click Open
8. Click "Upload Selected File"

9. The file appears in your list of files – double-click it.

10. Click "OK".

11. Save the page.

   Open a new web tab and view the page you are editing. Test the link.

Removing a Link

To remove a link single-click anywhere in the text for the link and click the Remove link icon
The Users Module is used to add staff and faculty to the Faculty and Staff Directory. It is also used to assign editing rights to the website of a unit – the default is no edit rights.

When you select the Users Module, the people who are in a unit are displayed in the order they were added to the website.

**User Module Columns**

- **Login Name column** – displays the access id of each person – click a person’s access id to display their record
- **Last name, First columns** – displays the last and first name of each person
- **Role column** – displays each person’s role:
  - Editor (Unit Admin) - can edit the entire site
  - Contributor (sr/jr) - can edit specific pages as assigned by the Unit Admin
  - User manager - can manage user records
  - News manager - can manage News items
  - User (login enabled) - can edit only their own user record
  - User (no login) no editing rights - this is the default
- **Website column** – displays a user’s website address – usually a / followed by the first part of their email address
- **Status column** – Active or Inactive

**Searching for a Specific User**

If a unit only has a few people in it, all of them are displayed on a single page. If a unit has several people in it, they are displayed over several screens. You can search for a specific user by:

- Typing their access id
- Typing their last or first name
- Using the column of letters on the right of the screen to filter the complete list of users to only people whose last name starts with a specific letter

When you locate the record for the user you wish to edit, click their access id.
## Updating A User’s Contact Information

<table>
<thead>
<tr>
<th>User List</th>
<th>User Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Robbins-Puszczewski</td>
</tr>
<tr>
<td>First Name</td>
<td>Jessica</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:rnj@wayne.edu">rnj@wayne.edu</a></td>
</tr>
<tr>
<td>Title and Research Area</td>
<td></td>
</tr>
<tr>
<td>Office Street</td>
<td>3034 FAB</td>
</tr>
<tr>
<td>Office City</td>
<td></td>
</tr>
<tr>
<td>Office State, Zip</td>
<td></td>
</tr>
<tr>
<td>Office Phone</td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Languages</td>
<td></td>
</tr>
<tr>
<td>Comments (Internal)</td>
<td></td>
</tr>
</tbody>
</table>

### Security Information
- **Login Name**: FS2264
- **Record Created**: 06/16/14 11:26am - and828
- **Last Updated**: 06/08/15 4:23pm - AD3619
- **Password**: Click here to set password
- **Primary Unit**: humanews.edu/anthropology
- **Permission Level**: User (login enabled)
- **Permission Status**: Active

### Contact Information
- **Office Street**: 3034 FAB
- **Office City**:  
- **Office State, Zip**:  
- **Office Phone**:  
- **Cell Phone**:  
- **Fax**:  

### Additional Information
- **Display this user on the company Staff page**: Yes
- **Email login information to this user**: Send Now
APPENDIX A: THE TOOLBAR

The toolbar below is used to format text and insert images in webpages, news items, and spotlight items.

![Toolbar Image]

While in the web editor, if you hover over an icon, text will be displayed indicating what the icon does.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Cut" /></td>
<td>Cut</td>
</tr>
<tr>
<td><img src="image" alt="Copy" /></td>
<td>Copy</td>
</tr>
<tr>
<td><img src="image" alt="Paste" /></td>
<td>Paste</td>
</tr>
<tr>
<td><img src="image" alt="Paste as text" /></td>
<td>Paste as text</td>
</tr>
<tr>
<td><img src="image" alt="Paste from MS-Word" /></td>
<td>Paste from MS-Word</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td>Print</td>
</tr>
<tr>
<td><img src="image" alt="Spell check" /></td>
<td>Spell check</td>
</tr>
<tr>
<td><img src="image" alt="Undo" /></td>
<td>Undo</td>
</tr>
<tr>
<td><img src="image" alt="Redo" /></td>
<td>Redo</td>
</tr>
<tr>
<td><img src="image" alt="Search" /></td>
<td>Search</td>
</tr>
<tr>
<td><img src="image" alt="Replace" /></td>
<td>Replace</td>
</tr>
<tr>
<td><img src="image" alt="Table" /></td>
<td>Table</td>
</tr>
<tr>
<td><img src="image" alt="View / edit HTML code" /></td>
<td>View / edit HTML code</td>
</tr>
<tr>
<td><img src="image" alt="Maximize the editor size" /></td>
<td>Maximize the editor size</td>
</tr>
<tr>
<td><img src="image" alt="Insert / remove numbered list" /></td>
<td>Insert / remove numbered list</td>
</tr>
<tr>
<td><img src="image" alt="Insert / remove bulleted list" /></td>
<td>Insert / remove bulleted list</td>
</tr>
<tr>
<td><img src="image" alt="Decrease indent" /></td>
<td>Decrease indent</td>
</tr>
<tr>
<td><img src="image" alt="Increase indent" /></td>
<td>Increase indent</td>
</tr>
<tr>
<td><img src="image" alt="Left justify" /></td>
<td>Left justify</td>
</tr>
<tr>
<td><img src="image" alt="Center justify" /></td>
<td>Center justify</td>
</tr>
<tr>
<td><img src="image" alt="Right justify" /></td>
<td>Right justify</td>
</tr>
<tr>
<td><img src="image" alt="Block justify" /></td>
<td>Block justify</td>
</tr>
<tr>
<td><img src="image" alt="Internal link – not used currently" /></td>
<td>Internal link – not used currently</td>
</tr>
<tr>
<td><img src="image" alt="Insert / edit link" /></td>
<td>Insert / edit link</td>
</tr>
<tr>
<td><img src="image" alt="Remove link" /></td>
<td>Remove link</td>
</tr>
<tr>
<td><img src="image" alt="Insert / edit anchor" /></td>
<td>Insert / edit anchor</td>
</tr>
<tr>
<td><img src="image" alt="Insert / edit image" /></td>
<td>Insert / edit image</td>
</tr>
<tr>
<td><img src="image" alt="Insert / edit flash" /></td>
<td>Insert / edit flash</td>
</tr>
<tr>
<td><img src="image" alt="Insert / edit table" /></td>
<td>Insert / edit table</td>
</tr>
<tr>
<td><img src="image" alt="Insert horizontal line" /></td>
<td>Insert horizontal line</td>
</tr>
<tr>
<td><img src="image" alt="Insert special character" /></td>
<td>Insert special character</td>
</tr>
<tr>
<td><img src="image" alt="Underline – do not use, links in our system show as underline text – thus underlining text that is not a link will cause confusion" /></td>
<td>Underline – do not use, links in our system show as underline text – thus underlining text that is not a link will cause confusion</td>
</tr>
<tr>
<td><img src="image" alt="Strike through" /></td>
<td>Strike through</td>
</tr>
<tr>
<td><img src="image" alt="Subscript" /></td>
<td>Subscript</td>
</tr>
<tr>
<td><img src="image" alt="Superscript" /></td>
<td>Superscript</td>
</tr>
<tr>
<td><img src="image" alt="Text color" /></td>
<td>Text color</td>
</tr>
<tr>
<td><img src="image" alt="Format" /></td>
<td>Format</td>
</tr>
<tr>
<td><img src="image" alt="Normal" /></td>
<td>Normal</td>
</tr>
</tbody>
</table>

Used to format text as a heading, to remove a heading tag by setting the format to Normal, or to format text as a mailing address

Heading sizes range from H1 to H6 with h1 being the largest and H6 the smallest.