

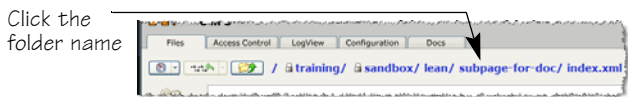
Roxen CMS—Working with Files and Tables

Uploading Multiple Files at Once

If you need to copy many files, or even complete folders of files from an old web site, you can use a tool called WebDAV to drag and drop files and folders into your Roxen site. See www.princeton.edu/roxen/documentation/webdav for details.

To use WebDAV in Windows Vista:

1. Map your Roxen edit site as a network drive:
 - a) On your desktop, double-click **Computer**, and then click **Map Network Drive**.
 - b) Click **Connect to a Web site that you can use to store your documents and pictures**.
 - c) Click **Next**, and then **Choose a custom network location**. Click **Next** again.
 - d) In the *Internet or network address* field, enter your Roxen edit site's URL. If you are on dept-edit, enter **https://www-dept-edit.princeton.edu:1443/main/siteID**, where **siteID** is your site folder. Click **Next**.
 - e) When prompted, enter your NetID, making sure you remove any prefixes like **Princeton** or **www-dept-edit.princeton.edu**.
 - f) Enter your password and click **OK**.
 - g) When you have logged in, you will be prompted for a name. You can leave the default, or enter a name that will be easy to recognize.
 - h) Click **Next**, and then **Finish**.
2. Drag and drop the files and folders you need from your computer to your Roxen folder, or use **Copy** and **Paste**.
Tip! It will be easier to find the files later if you put them in the folders you have already created in Roxen.
3. Commit the files in your edit site:
 - a) Enter edit mode in Roxen.
 - b) Click the **CE** button (top toolbar, on the right).
 - c) In the breadcrumbs at the top of the Files tab, click the folder where you uploaded the files.



- d) Click the **Versions** button on the left, and select **Commit** in the drop-down menu.

- e) On the **Commit** page, uncheck any files you don't want to commit, and click the **Next** button.
- f) Type a brief explanation in the *Enter a log message* field, and click **OK**.
- g) To return to the **Insite Editor** (your normal view), click the **Insite Editor** button.

To link to the files:

1. Open the page where you want to put the link(s) and click the **Edit** button.
2. To link using the **File** component, follow the instructions under "Uploading and Linking to PDF Files" on the **Creating a Roxen Web Site** quick reference card.
 - If you copied the file to the folder that contains the page, the files will be listed in the **File Browser** window.
 - If you copied the file to a different folder, use the navigation breadcrumbs to navigate to the appropriate folder.

To link to text in a text and picture component, follow the instructions "To link to the file" under "Uploading Files in CE" on the *Roxen CMS Basics* quick reference.

Note: When linking in a text and picture component, you will need to know the name and path to the file. You will not be able to navigate to and select the file.

Creating Tables in Roxen

The preferred method of creating tables is the **Table** feature in the **Text and Picture** component. The **Table** component is not recommended at this time.

To create a table in the Text and Picture component:

1. In the **Text and Picture** component, position your cursor where you want the table to appear and click the **Insert/Edit Table** button in the first toolbar.

Insert/Edit Table button

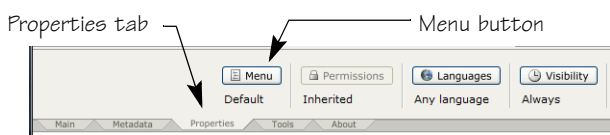


2. In the **Table Properties** window, enter
 - the number of *Rows* and *Columns*
 - the *Border* size in pixels (1 is usually sufficient)
Tip! If your site's theme sets a table border, that setting may override anything set here.
 - the *Alignment* of the table
 - table *Width* and *Height*, if desired (For example, if you want the table to be 75% of the width of the component, specify a *Width* of **75** and select **percent** from the drop-down.)
 - *Cell spacing* (the number of pixels between cell borders)
 - *Cell padding* (the number of pixels between the cell contents and the cell border—between 4 and 8 pixels usually provides a comfortable distance)
 - a *Caption* to be displayed under the table
 - a *Summary* of the table for accessibility programs
3. Click **OK**. The table is displayed in the **Text and Picture** component.
*Tip! If you need to change table properties later, click the table, and then click the **Insert/Edit Table** button.*
4. Enter the text in the table cells, formatting as desired.
5. If you need to add another row, right click on the row, select **Row** from the shortcut menu, and select **Insert Row Before** or **Insert Row After**.
6. To add another column, right click on the column, select **Column**, and then select **Insert Column Before** or **Insert Column After**.
7. To delete a row or column, right click in the row or column you want to delete, and select **Row** or **Column**, and then select **Delete Rows** or **Delete Columns**.
8. To merge cells, select the cells you want to merge, right click, and select **Cell, Merge Cells**.
9. To split cells, right click on the cell, and select **Cell, Split cell Horizontally** or **Split Cell Vertically**.
10. To control column width, click a cell in the column to place the cursor, then right-click that cell. Select **Cell, Cell Properties**. Set the width in either pixels or a percentage of the table, and click **OK**.
11. When you have entered all your text, save the component, or save the page if you are finished.

Roxen CMS—Customizing Your Site

Customizing the Menu

Most changes to the menu are made on the **Properties** tab.



To change the sequence of menu items:

1. Click the **Properties** tab, and then click the **Menu** button.
2. Click the **Insert** tag above the **Menu Remaining** tag.
3. Select the **Entry** you want to list first in the menu.
4. Repeat Step 3 for each entry that you want to appear in the menu.
5. To move a menu item up or down in the menu, click the appropriate arrow before the **Menu Entry** tag for that item until the item is where you want it.
6. Click the **Save** button to save the component and continue working on the menu, or click the **Save Menu** button to exit the menu editor.

To add separator text:

1. On the **Menu** page, click the **Insert** tag where you want to insert the separator, and select **Menu Divider**.
2. In the *Label* field, type the text you want to use as a separator or heading in the menu.
3. Save the component or, if you are finished, save the menu.

To add an outside link in a menu:

1. On the **Menu** page, click the **Insert** tag where you want to insert the link, and select **Menu Link**.
2. In the *Title* field, type the text you want to appear in the menu.
3. If you know the URL, type it in the *Link URL* field, including the **http://** at the beginning of the URL. You can also copy the URL from your browser and paste it here.

4. If you want to open the link in a new window, select **Open link in new window** in the *Target Window* field.
5. Save the component or, if you are finished, save the menu.

To hide a menu item:

1. On the **Menu** page, click the tag for the **Menu Entry** you want to hide.
2. Uncheck the **Show this item** checkbox.
3. Save the component or, if you are finished, save the menu.

To rename a page in the menu:

1. On the page associated with the item you want to change, click the **Metadata** tab, then the **Title** button.
2. Type the new name in the *Title* field and click **OK**.

Customizing the Banner Image

You can change the default banner photo for your entire site, or for specific pages and groups of pages in the site.

Note: This may not work for non-standard site themes.

Customizing the banner photo requires you to edit your **custom.css** file. If you don't already have such a file, you may need to create both the **css** folder, and the **custom.css** file. You will also need to create an **images** subfolder to hold your custom banner image(s).

To upload your banner image(s):

1. Make sure your images are the correct size. Make a note of the dimensions in pixels.
2. Open your website and click the **CE** button.
3. If you don't already have a **css/images** folder, create one using **File, Create Directory** in **CE**.
4. In the **css/images** folder, upload your image file using **File, Upload New File**:
 - a) Use the **Browse** button to locate your image file.
 - b) Click **Next**, verify the file name and click **Next** again.

- c) Verify the image type and click **OK**.
- d) Click the page icon with the down arrow next to the image file, and select **Commit** from the menu.
- e) Enter a brief explanation and click **OK**.

To use your custom banner image on all pages:

1. Navigate to the **custom.css** file. If you don't already have one, you will need to create one in the **css** folder, using **File, Create New File**.
2. Click the page with the arrow next to the **custom.css** file name, and select **Edit Contents**.
3. Enter the following text:

```
#bannerphoto {
    background-image: url(imagepath/image.jpg);
    height: nnnpx;
}
```

where *imagepath* is the path to your image folder (ending with the folder name), *image* is the name of your file, and *nnn* is the height of the file in pixels.
4. Save the file, and commit the changes.

To use custom images on a group of pages:

1. Navigate to the **custom.css** file. If you don't already have one, you will need to create one in the **css** folder, using **File, Create New File**.
2. Click the page with the arrow next to the **custom.css** file name, and select **Edit Contents**.
3. Enter the following text:

```
#pagename #bannerphoto {
    background-image: url(imagepath/image.jpg);
    height: nnnpx;
}
```

where *pagename* is the name of the folder that contains the page(s) where you want the image, *imagepath* is the path to the folder that contains your image, *image* is the name of your file, and *nnn* is the height of the file in pixels. Pages in all subfolders will also use this image.
4. Save the file, and commit the changes.

Note: For additional customization instructions, see www.princeton.edu/roxen/documentation/changing-a-theme-banner.



Roxen CMS—Securing Your Site

Securing Pages and Folders

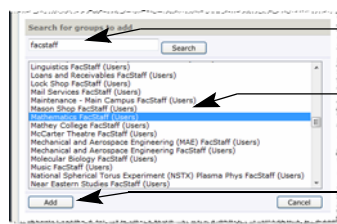
You may need to hide a page on your public site while you are developing it or until a specific date, or you may need to hide a page from everyone except a specific audience.

To hide a page until a specific date:

1. Enter edit mode, and click the Properties tab.
2. Click the Visibility button.
3. Select when the page should be visible to external viewers.
4. If you select **Visible until a specified time**, **Visible after a specified time**, or **Visible during a specified time interval**, a calendar is displayed where you can select the date.
 - a) Use the arrows at the top of the calendar to scroll through the months as needed.
 - b) Click on the day to select the day of the month.
 - c) Select the hour (1-24) and minute when the page should be visible.
5. Click the OK button.
6. Click the Main tab to return to the standard edit view.

To limit access to a page and its subpages to a specific group of users:

1. Enter edit mode and click the CE button.
2. Navigate to the folder that contains the page you want to secure, using the breadcrumbs at the top of the page, or the folder list, if it is displayed.
3. Click the Edit button and select **Edit Permissions**.
4. Click the Set Explicit Permissions button on the far right of the page. The Edit Permissions page is displayed.
5. Read the warning, and click the Create button.
6. Click the Add Group button.
7. In the Search for groups to add field, type part of the group name and click the Search button. All the groups that include those characters will be listed in the box.



Enter search criteria
Scroll, if necessary, and click to select the group
Click to add

8. Click the group you want, and click the Add button.
9. The default permission is **Read**. To give **Write** access, click the down-arrow next to **Read** and select **Write**. Make sure the **Everyone** group's permission is **None**.

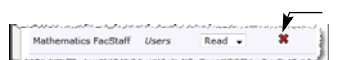


Click to change permission

10. Scroll to the bottom of the page and click the Done button. (If your page is open to everyone, this will be a long way down.)

To remove explicit permissions:

1. To remove explicit permissions for a specific group—on the Edit Permissions page, click the Remove Explicit Permissions button next to the group you want to remove.



Click to remove permission for this group

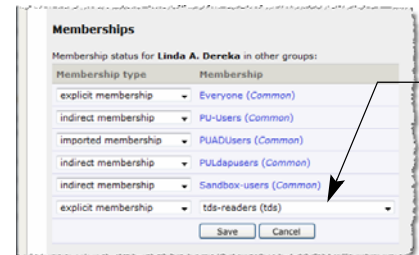
Note: Removing explicit permissions for a specific group does not return the file or folder to the default permissions inherited from the parent folder, so any later changes to permissions at the parent level will not be carried down to this file or folder.

2. To remove all explicit permissions for the page and return to the permissions inherited from the parent folder, click the Remove Explicit Permissions button at the far right side of the page. This will ensure that future changes to the parent folder will be carried down to this file or folder. Confirm the removal by clicking the Remove button.
3. Scroll to the bottom of the page and click the Done button.

To give access to your edit site for reviewers:

Note: You must have Administrator access to your site to give access to someone else.

1. Display the page in edit mode, and click the CE button to open the SiteBuilder editor.
2. Click the Access Control tab, and locate the Search field at the bottom of the page.
3. Type the user ID or name of the person to whom you want to give access, and click Search.
4. When the name is displayed, click the person's name in the search results list to display the permissions settings for that user.
5. Scroll down to the Memberships section.
6. In the Select group field, click the down arrow and select the appropriate group for your site, usually **site-readers**, where **site** is your site name.

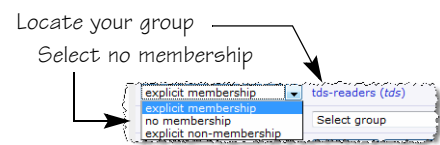


Select the appropriate group for your site

7. Click the Save button.
8. Click the Insite Editor button to return to the Insite Editor view.

To remove access for a user:

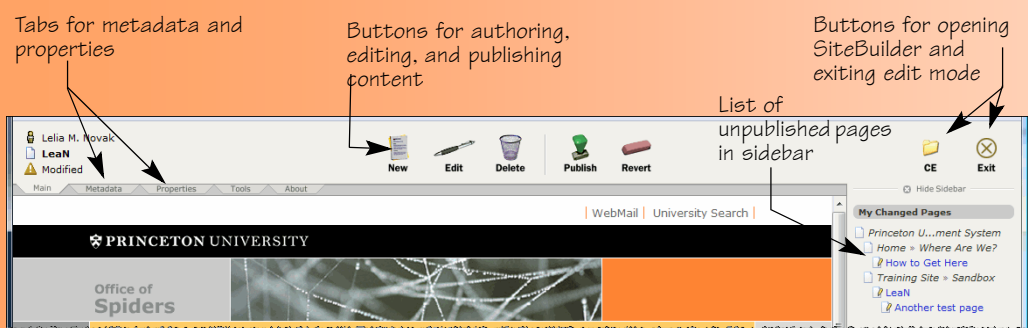
Follow steps 1 through 5 above, click the down arrow on the **explicit membership** type for your site, and then select **No membership**. Save as above.



Locate your group
Select no membership

Roxen CMS—Touring the Editing Environments

The Inside Editor is the default editing environment in Roxen CMS. In this editor, you can enter and edit your content, customize your menus, and add metadata, such as the title displayed in the menu, keywords, and a page description.



Tabs for metadata and properties

Buttons for authoring, editing, and publishing content

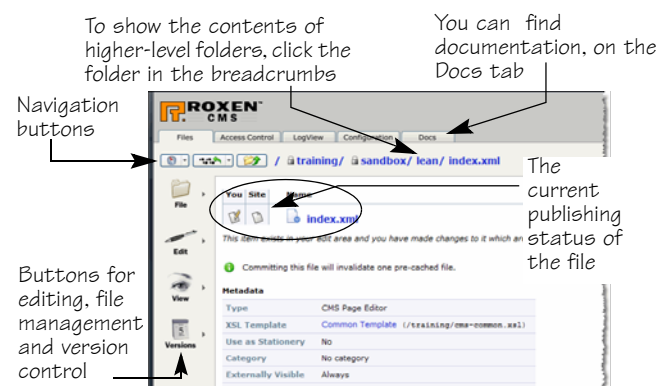
Buttons for opening SiteBuilder and exiting edit mode

List of unpublished pages in sidebar

Note: Because the edit view uses different styles than your site's theme, the edit view may look a little different than your actual site. Save the page to see what it will look like in the normal view.

The Delete button deletes the displayed page. If you have never published the page, it is permanently deleted. If the page has been published, you will be able to revert to an undeleted version. Details about using the other features are included in other sections of this document and the Roxen CMS Basics quick reference card.

When you click the CE button, the SiteBuilder editor opens in the Files tab, showing the data for the page you were on. This tab is where you can manage your files and folders.



To show the contents of higher-level folders, click the folder in the breadcrumbs

You can find documentation on the Docs tab

Navigation buttons

The current publishing status of the file

Buttons for editing, file management and version control

The publishing status of the current file is displayed next to the file or folder name.

This icon in the You column indicates that you have changes that have not been committed

The Site column shows this icon if there is a previously published or committed version of the file

The page icon with the arrow provides a drop-down menu

The page icon with an arrow next to the file name provides a drop-down menu of the functions you can select for this file. These functions include copying, moving or renaming, and deleting the file; editing the contents of the file or its metadata; viewing the source, the change log, and differences between this version and another version of the file; and discarding or committing changes.

To look for other files, or to view contents of a folder, you can click the folder name in the breadcrumbs.

This is the normal view. You can also display only changes



To display contents of a folder, click the plus icon

The publishing status is displayed for each file

You can also display the contents of all the displayed folders at once by clicking the Unfold Level button on the top right. To return to the default view, click the Fold All button.

The buttons down the side of the Files tab in SiteBuilder (CE), provide menus of functions you can perform. The functions that are available in each menu depend on the selected item and its status.



The File menu includes:

- Create or upload a new file, or create a new directory (folder)
- Copy, move or rename, delete, or undelete a file
- Export or import a file, or empty trash



The Edit menu includes:

- Edit, upload, or check the contents of a file
- Edit metadata, category, visibility, or email notification for a file
- Customize the template
- Edit permissions

Note: The Edit menu is dimmed if you have not selected a file.



The View menu includes:

- View, and view source
- View differences, contributors, editing status, and cache dependencies
- View the change log



The Versions menu includes:

- Discard changes
- Update
- Commit

Other useful tabs in SiteBuilder (CE)

Using the Access Control tab is described in "Securing Pages and Folders".

The Configuration tab is where you can customize your user interface, editor settings, etc, and download the Application Launcher (if you need to edit files locally, outside of Roxen).

The Docs tab is where you can find Roxen documentation.

