PrincetonUniversity

Exercises
Content Editor (CE) Workshop Using
Roxen Content Management System
Presented by Office of Communications Web Team

Exercise 1 – Finding your way

Introduction to the Content Editor (CE) view

1. Using Firefox or Internet Explorer, navigate to the page you created in Insite Editor training. Go to: https://www-dept-edit.princeton.edu/training/sandbox
2. Click your page name in the menu at left.
3. Click on "Enter edit mode" in the page footer. (Type in your netID and password if requested.)

First stop: the "file view" under the Files tab

4. Switch to the Content Editor by clicking on the "CE" button at the right side of the Roxen Toolbar.
5. After you enter the Content Editor from a page in the Insite Editor, you will be in the "file view" under the Files tab. (There also is a directory view under the Files tab.)
6. The file view contains:
    a. your specific page's index.xml file, which includes the page's contents, and
    b. buttons and menus that will affect this page.
7. Notice these items in the "file view" under the Files tab:
    a. three or four horizontal tabs, with the "Files" tab shown as active,
    b. a file path (breadcrumb) that looks like this:
       / training / sandbox / [yourname] / index.xml
    c. the file name: index.xml,
    d. a page icon with a blue arrow to the left of index.xml,
    e. another page icon in the table to the left, in the column marked as "Site,"
        i. Hold your mouse over the icon for two seconds. A "tool tip" with your page's status will pop up. It probably will say "exists."
    f. several rows of metadata for this file, and
    g. workflow status buttons -- only if a workflow has been applied to this page. (NOTE: Your page should not have a workflow yet. You may see these buttons in other sites.)

8. You also should see a vertical column of four buttons on the left. From the file view, these buttons will affect only this file.
9. Five buttons are located at the top right, including an "Insite Editor" button to toggle to that view.

Second stop: the "directory view" under the Files tab
10. Click "training/" in the file path.
11. You are now in the "directory view" under the Files tab.
12. A new set of five horizontal tabs now appears below the file path:
    a. Normal View,
    b. Changes Only View,
    c. Workflow View,
    d. Language View, and
    e. Undelete View.
13. Also notice the following items:
    a. folder icons with blue arrows next to:

    css/

    images/

    resources/

    sandbox/

    b. underneath these folders will be a list of files, and page icons with blue arrows next to each one.
14. Note that the index.xml file you see here is the site's home page because it's in the site's root level.
15. You also will see a vertical column of four buttons on the left. From the directory view, these buttons control files and subdirectories that are visible within the current directory.

Third stop: return to your page in the Insite Editor
16. Click the blue "sandbox/" link in the list of three folders. You should now see your directory name in this list.
17. Click the "plus" icon to the left of the folder icon next to your name. You can now see the contents of your folder.
18. Click on index.xml in your folder.
19. Click the "Insite Editor" button – now you can see your page.

Exercise 2 – Deleting and undeleting pages
Make a new page
1. If you are not there, navigate to your page in the Insite Editor.

2. Make sure you are on your own page. Is it gray in the menu?
3. Click "New" in the toolbar.
4. In the white field at the top, type a single misspelled word that will become your page URL. (Example: "abbout"). We will fix this misspelling in a later exercise.
5. Click on the "Next" button and then the "Create Page" button.
6. Click the "Edit" button.
7. Give your misspelled page a menu title in the text box in the toolbar. (Example: "About Us")
8. Click on the "Insert" tab at left and select the "Header" component.
9. Give your page a related name in the "Title" field. (Example: "About Our Office")
10. Click on "Save Page."
11. Click on the "Publish" button and then the "Publish Page" button.

Delete your new page

12. While viewing your new page (is it gray in the menu?), click the "Delete" icon in the Roxen toolbar.
13. Click on the "Delete Page" button at the upper right.

Undelete your directory (folder)

14. Return to the Content Editor view by clicking on "CE" in the toolbar.
15. Click on "sandbox/" in the file path.
16. There should be five tabs below the file path. Select the last tab, which is "Undelete View."
17. Click on the "Unfold Matches" button at the upper right.
18. On the list will be your deleted page's folder and your deleted file, both with a red X in an icon in the "Site" column.
19. Click the folder icon next to your page's folder.
20. Select "Undelete" from the pop-up menu.
21. Enter a log message such as "undelete," and click on "OK."

Undelete the index.xml file

22. Now click the page icon next to the index.xml file under your folder.
23. Select "Undelete" from the popup menu.
24. The page has now been undeleted in your sandbox, but it still does not appear on the live site.

    a. You can tell by the icons in the "You" and "Site" columns – one shows you are editing it (with a pencil), the other that it has been deleted (with a red X).

25. Click on the "Normal View" tab.
26. Click on the page icon next to the index.xml file that has been undeleted and select "Commit."
27. Enter a log message such as "undelete" and click on "OK."
28. Click on "Insite Editor" and surf to your newest page to make sure it has returned: Surf to your section and then to new the page itself. Is the correct menu item gray?

Exercise 3 – Renaming and Copying

Rename the new page
1. Click on the "CE" button to toggle to the Content Editor. (This will take you to the file view.)
2. Click on your name in the file path. (This will take you to the directory view.)
3. Click the folder icon next to your misspelled directory from Exercise 2.
4. Select **"**Move/Rename" in the pop-up menu.
5. Correct the spelling of your page's folder in the text box that appears at the bottom of the window.
6. Click "Next" and enter a log message. Click "OK."

Copy this new page
7. Click on the folder icon next to your correctly spelled folder.
8. From the pop-up menu, select "Copy."
9. You will see a list of directories and files. (For this exercise, do not click on these directories unless you want to copy the page into a different directory.)
10. In the field labeled "Select a directory name for the copy:" type a new URL, all lowercase and one word.
11. Click "Next."
12. Enter a log message.
13. Click "OK."

Give your copied page a unique header and menu link
14. You should now see two differently named folders.
15. Click on the name of your duplicated folder.
16. You will see that the copied page was published by default.

17. Click "Insite Editor."
18. You will see the same menu entry twice at the left, because the new page contains the identical content to the old page.
19. Click "Edit" in the Roxen Toolbar.
20. Give this page a new menu link name in the top white field.
21. Edit the text in the Header component to match the menu link.
22. Save and publish your new page.

Exercise 4 – Finding changed pages

1. Click "Edit" again, and add a little bit of text to the page. (We're going to discard it in the next exercise.)
2. Save your page, but **do not publish**.
3. Enter "CE" view.
4. Click "sandbox/" in the file path.
5. On the horizontal row of tabs below the file path, click "Changes Only View."
6. At the upper right, click the "Unfold Matches" button.
7. The tree will unfold to reveal the page you just changed (and possibly others).
8. Page icons in the "Site" column indicate previously published versions exist.
9. A page icon with a little pencil in the "You" column indicates you have unpublished changes in your sandbox.

Exercise 5 – Discarding unwanted changes

1. Click the page icon with the blue arrow next to your changed page's filename (index.xml).
2. Click "Discard Changes" on the pop-up menu.
3. Click "OK" on the warning that you are about to discard changes.
4. You will be returned to the "Changes Only View," but your directory will have been folded up. Your page has been reverted to the previously published version.
5. Click the "Normal View" tab to see all files.

Exercise 6 – Batch-commit changed items

1. Return to the Insite Editor.
2. Change some content in two separate pages under your name.
3. Save the page, but <u>do not publish</u> your changed pages.
4. Return to the CE View.
5. Click your name in the file path.
6. Click on the "Changes Only View" tab.
7. Click on the "Unfold Matches" button.
8. The two files you changed should be marked as changed in the "You" column.
9. Click the "Versions" button at the far left, and select "Commit" from the pop-up menu.
10. You will now see a list of pages to be committed, with the option to uncheck any you don't want to commit.
11. Click "Next." Enter a log message, and click OK.