

Exercises
Insite Editor Workshop Using
Roxen Content Management System

Editing exercises using sandbox version of Roxen 4.5 site

Exercise 1 - Logging in and entering edit mode

1. Start a Firefox browser on your computer.
2. Go to the test site:
<http://www-dept-edit.princeton.edu/training/>
3. Scroll to the page footer and click on the red link: "Enter edit mode."
Notice the Roxen Toolbar that appears on the top of the screen.
4. Review the options available on the "Main" tab. Notice which ones are in bold and which ones are "grayed out."
5. Click on the "Properties" tab and locate the "Menu" and "Workflow" buttons.
6. Return to the "Main" tab in the Toolbar.

Exercise 2 - Creating a new page

1. Any new page you create in the Roxen Editor is always located on the tier below the page you are currently viewing. In this exercise, we will create a page below the "Sandbox" page.

Creating a new page and its URL

2. If you are not already there, click on the "Main" tab in the Roxen Toolbar.
3. On the left hand navigation, click the "Sandbox" link.
"Sandbox" should now be a different color from the other links.
4. Click on the "New" icon in the Roxen Toolbar.

5. Type in **your own first name in lowercase (e.g.: "ushma")** and click on the "Next" button. Choose "Default Page Stationery" in the dropdown, then click "Create Page."
6. Notice that you have created a blank page using the same template design. Also notice that the page status indicator (an "!" in a tan triangle near the Toolbar's left margin) shows "New."

Reviewing page status and publishing your page

7. Click on the "Exit" icon, then on the "Exit" button (without clicking on "Publish my changes") and then see if you can see your page on the "live" site.
 - *Hint: The page is in your "editing sandbox" but it is not published. Only you can see it.*
8. Enter Edit Mode using the red link in the footer.
9. Surf to your page using the left-column menu.
10. Click on the "Publish" icon in the Toolbar and then on the "Publish Page" button.
11. Notice that the Toolbar page status indicator now shows "Published."
12. Exit edit mode to see if your page appears to be "live." Ask a neighbor if she/he can see your page in the menu on his or computer.

Exercise 3 - Adding content to a page

1. Enter edit mode.
2. Surf to the page that you have created.

Adding a Header

3. Click on the "Edit" icon in the Roxen Toolbar.
4. Click on any "Insert" tab at left and select the "Header" component.

5. Type a name into the Title field that relates to the menu link you just created and click on the green checkbox in the top right corner.
6. Click on the "Save Page" button to save this new addition to your sandbox.

Adding a "Text & Picture" component and using the Spell Checker

7. Click on the "Edit" icon in the Roxen Toolbar.
8. Click on the last "Insert" button in the left column.
9. Select "Text & Picture" (the last choice).
10. Select the following variant for the title:
"Text and picture, left aligned."
11. Add some short text into the main content section.
12. Click on the "Spell Checker" icon (the ABC-checkmarked icon). Correct your spelling, and then click on "OK" when it is done.
13. Click on the green checkbox in the top right corner of the component, and then "Save Page" to view your changes.

Separating content in the main content area

14. Click on the "Edit" icon in the Roxen Toolbar.
15. Click on the last "Insert" tab in the left column.
16. Select "Horizontal Rule" and click on the green checkbox.
17. Click on the last "Insert" tab in the left column.
18. Select "Text & Picture" component.
19. Type in some text.
20. Add a title.
21. Click on the green checkbox.
 - *I.A. tip: Short blocks of text are easier to read on a Web page. However, when longer passages of text are necessary, they can be made more legible by breaking them up with the insertion of a horizontal rule, followed by a new Text & Picture component with a title.*

Adding text to the Sidebar section of the page

22. Click on "Insert" and choose "Text & Picture"
23. Type in some text into the main content area.
24. Select the " Sidebar, Text & Picture " variant.
25. Click on "Save Page."
26. Publish your changes.

Exercise 4 - Reordering components on a page

1. Enter edit mode if you are not already there.
 2. Surf to the page that you have created.
 3. Click on "Edit" in the Roxen Toolbar or click on the floating Edit button for one of your text components.
 4. Click on the up or down arrows next to components in order to change their order on the page.
 - Note: The Header should be the highest component in the content area of the page.
 5. Click on "Save Page."
- Publish your changes.

Copying and pasting components

6. Click on the Edit icon in the Roxen Toolbar.
7. Click on a Text & Picture Component.
8. Click on the copy icon (two papers) in the top right corner of the component.
9. Click on any Insert tab at the left and hover over the Clipboard at the bottom of the dropdown menu. Select the new item in your Clipboard.
10. Save page and publish.

Exercise 5 - Adding hotlinks

1. Click on "Edit" in the Roxen Toolbar.
2. Click on an existing "Text & Picture" component.

3. Highlight a descriptive word or two in the content section and click on the "Insert/Edit Link" icon (blue connected chainlink).
4. Navigate to a page that you would like to link to OR paste a URL into the "Link URL" field. (If you are pasting in a URL from an external site, be sure it includes "http://" before the full address.)
5. Choose either "Open link in current frame" (the same browser window) or "Open link in new window" (pops open a new window).
6. Click on OK to close out the link window. Click on the green checkbox in your component.

Add sidebar links

7. Click on any "Insert" tab at the left. Insert another Text & Picture component.
Select the "Sidebar, Text and Picture" variant.
8. Type in three words on three lines. Example:
First
Second
Third
9. Select these three words, and then click on the "Insert/Remove Bulleted List" button above it.
10. Select the first word and give it a hotlink. Give each of the next two words their own hotlinks.
11. Click on "Save Page" and notice how these hotlinks appear.
12. Publish your changes.

Exercise 6 - Working with pictures

1. Enter edit mode if you are not already there.
2. Surf to your page.
3. Click on "Edit" in the Toolbar.

Adding a picture with the "Text & Picture" component

4. Insert a new "Text & Picture" component and type in a title and some content.
5. Click on "Browse & Upload."
6. Select a picture by clicking on the file name or on the picture itself.
7. Add a "Picture Link URL" if you wish.
8. Click on the green checkbox.

Uploading a new picture

9. Insert a new "Text & Picture" component and type in some content.
10. Click on "Browse & Upload."
11. Click on the "Browse" button at the top of the page, find an image on your computer hard drive and then click on "Open."
12. *Type in a title for the image and click on "Upload."
(*This step is temporarily unavailable in www-dept-edit.)
13. Click on the new image in order to add it to your new component.
14. Click on the green checkbox in the top right corner of your component.

Adding a new picture to the Sidebar

15. Click on "Insert" and choose "Text & Picture"
16. Click on "Browse & Upload" and choose a picture.
17. Type in some text into the main content area.
18. Select the "Sidebar, Text & Picture" variant.
19. Click on the green checkbox.
20. Click on "Save Page."
21. Publish your changes.

Exercise 7 - Reordering items in a menu

1. Enter edit mode.

2. Surf to the "Sandbox" menu item (one tier above your new page).
3. Notice where your page is located in the left-column menu.
4. Click on the "Properties" tab in the Roxen Toolbar and then on the "Menu" button.
5. Click on the "Insert" button, and select the "Entry" for your page. Then click on the green checkbox.
 - Note: You will only need to "Insert: Entry" once for each entry. After that, it will always be movable.
6. Click on the up arrow next to your menu item so that it moves up in the menu (assuming that there is more than one item in the menu).
7. Click on the "Save Menu" button.
8. Notice the new placement of your page in the menu.

Exercise 8 - Reverting to a previous version of a page

1. Enter edit mode.
2. Surf to your page.
3. Select the Main tab in the Roxen Toolbar.

Notice the status of your page in the left portion of the Roxen Toolbar (it should have the "Published" status).
4. Click on the "Revert" icon in the Toolbar.
5. Select a previous version of the page.
6. Click on "Revert Page."
7. Notice that the page status has changed to "Modified."
8. Publish your changes.
9. Notice, by clicking on the Revert button again that you have created another, newer version (rather than deleting any previous versions).
10. Revert to the next-most recent version and publish again.