

Exercises
Advanced Workshop Using
Roxen Content Management System

Editing exercises using sandbox version of Roxen 4.5 site

Exercise 1 – Creating a sandbox

1. Start a web browser on your computer (Firefox or Internet Explorer).
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."
4. If you are not already there, click on the "Main" tab in the Roxen Toolbar.
5. On the left hand navigation, click the "Sandbox" link.
"Sandbox should now be a different color from the other links.
6. Click on the "New" icon in the Roxen Toolbar.
7. Type in **your own Princeton NetID in lowercase (e.g.: "humansky")** and click on the "Next" button. Choose "Default Page Stationery" in the dropdown, then click "Create Page."
8. 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."
9. Click on the "Publish" icon in the Toolbar and then on the "Publish Page" button.
10. Notice that the Toolbar page status indicator now shows "Published."

Exercise 2 – Creating a new site

1. Click on the "CE" icon in the Roxen Toolbar to get you into the Content Editor.

2. Click on your **NetID** in the file path.
3. Click on the "File" button on the left and choose "Create New File..."
4. Name the file "cms-common.xsl" and click "Next" (**do not press enter**, default behavior is to "Cancel" the action if you click enter).
5. Choose "XSL Template" in the dropdown under "Type", then choose "Default XSL Stylesheet" in the stationary dropdown and click "OK"
6. Click your **NetID** in the file path to get back to your "sandbox" homepage.
7. Click the down blue arrow near the "index.xml" file and choose "View." A new window or a new tab (depending on your browser) should open your "sandbox."
8. Close the new window (or tab) and now you should be back in the Content Editor.

Exercise 3 – Modify your new site variables

1. In the Content Editor, verify you are in your sandbox by clicking your **NetID** in the file path.
2. Click on the "File" button on the left and choose "Create New File..."
3. Name the file "variables.xsl" and click "Next" (**do not press enter**, default behavior is to "Cancel" the action if you click enter).
4. Choose "XSL Template" in the dropdown under "Type", then choose "Variable XSL Stylesheet" in the stationary dropdown and click "OK"
5. Click your **NetID** in the file path to get back to your "sandbox" homepage.

Edit the variables.xsl file

6. *On the left hand side, click the "Edit" button and choose "Edit Contents..."*

7. The contents of "variables.xml" should display in the Roxen built-in text editor
8. Uncomment (remove the <!-- -->) the XSL variables for "**site-theme**" and "**dept-root**."
9. Change the variable "**site-theme**" from 'default' to 'tux' (make sure you keep the double quotes (") and single quotes (')).
10. Change the value for the "**dept-root**" variable from '/path/to/deptroot/' to the path of your sandbox (e.g.: /training/sandbox/humansky/). Make sure you keep the trailing slash "/" in the path.
11. Click the "Save & Close" button.
12. Click your **NetID** in the file path to get back to your "sandbox" homepage.
13. Verify the new variables.xml file changed your theme from 'default' theme to the 'tux' theme by clicking the context popup menus to the left of "index.xml" and choose "View"
14. A new window (or tab) should open up showing your sandbox homepage
15. Notice your sandbox looks different. If it does not look different, please let me know.
16. Close the new window (or tab) and now you should be back in the Content Editor.

Exercise 5 – Changing banner logo

1. Open a new browser window (or tab) and go to the following site:
<http://roxen.princeton.edu/training/>
2. Right click the "png" link next to "**Banner Logo**" under the "Advanced Roxen Training" section and choose "Save Link As..." Save the file **banner_logo.png** to your desktop.
3. Go back to the Content Editor for your sandbox.
4. On the left hand side click the "File" button and choose "Upload New File..."

5. Click the "Browse" button and look for the **banner_logo.png** file you downloaded to your desktop.
6. Once you choose the file, click the "Next" button. Make sure the file's name is left as "banner_logo.png" and click the "Next" button.
7. Keep the file type as "PNG Image" and click "OK"
8. Go back to your sandbox and "View" your index.xml file. Did the logo change?

Exercise 6 – Changing the banner photo

1. Open a new browser window (or tab) and go to the following site:
<http://roxen.princeton.edu/training/>
2. Right click the ".jpg" link next to "**Banner Image**" under the "Advanced Roxen Training" section and choose "Save Link As..." Save the file **sample-banner.jpg** to your desktop.
3. Go back to the Content Editor for your sandbox.
4. On the left hand side click the "File" button and choose "Create Directory..."
5. Name the directory "**css**" (all lowercase) then click "Next." Verify the new directory name is "css" and then click "OK"
6. On the left hand side click the "File" button and choose "Create Directory..."
7. Name the directory "**images**" then click "Next." Verify the new directory name is "images" and then click "OK"

Upload the sample banner photo

8. On the left hand side, click the "File" button and choose "Upload New File..."
9. Click the "Browse" button and choose the **sample-banner.jpg** file you downloaded to your desktop
10. Click the "Next" button. Verify the file name is "sample-banner.jpg" and click "Next"

11. Keep the file type as "JPEG Image" and click "OK"

Change the sample banner using CSS

12. Go back to the "css" folder by clicking **css** in the file path

13. Click the "File" button and choose "Create New File..."

14. Name the new file **custom.css** and click "Next"

15. Keep the file type as "Cascading Stylesheet" and click "OK"

16. On the left hand side, click the "Edit" button and choose "Edit Contents..."

17. In the built-in text editor, add the following code:

```
#bannerphoto {  
    background-image: url(images/sample-banner.jpg);  
}
```

18. Click the "Save & Close" button.

19. Go back to your sandbox homepage and "View" the **index.xml** file. Did the banner photo change?