

February 27, 2008

What's New

Search

- Reformatted search interface
- Multiple criteria available
- Headline and Page ID most frequently used
- Narrow results by providing more search criteria
- Criteria compound; remove unneeded criteria to expand results

Page Search

Content

Headline

Hits per results page

Max. number of hits

You can add more search criteria to your query: Special pages +

Search criteria	Operator	Value	Action
Page ID	Equal	<input style="width: 100%;" type="text" value="32542"/>	✕
Content class	Equal	Form Submission Pages/Email Form ...	✕
Created by	Equal	bdh1307 ...	✕
Page status	Equal	<input type="checkbox"/> Active user Pages saved as draft ▼ <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Pages saved as draft Pages waiting for release Pages waiting for correction My pages in workflow Resubmitted pages Pages I released Translated pages saved as draft Translated pages waiting for release Translated pages waiting for correction My translated pages in workflow </div>	✕

Several search criteria are available.

Tasks – Submit/Release

- Familiar search results interface
- Similar results for Pages Saved as Draft, My Pages in Workflow and Pages Waiting for Release
- You can control the number of hits displayed per results page
- The page type is now displayed

Search Results for: Pages saved as draft

Display or hide group and sort options Hits per results page Refresh

Results list

<input type="checkbox"/>	39270 Accounting	Last Editor: bdh1307 Original Author: bdh1307 Content class: Academic Program Guide Pages/APG - Full Width Body	Alteration date: 12/21/2007 1:55:56 PM Creation date: 6/18/2007 4:57:50 PM
<input type="checkbox"/>	46970 APG - Course 46970	Last Editor: bdh1307 Original Author: bdh1307 Content class: Academic Program Guide Pages/APG - Course	Alteration date: 12/11/2007 6:08:45 PM Creation date: 12/11/2007 6:08:44 PM
<input type="checkbox"/>	43529 Beta Beta Beta Biological Honor Society	Last Editor: bdh1307 Original Author: fsx613 Content class: Body Type Pages/Left Nav Plus One Column - Full width Workflow: Beta Beta Beta Biological Honor Society	Alteration date: 11/1/2007 11:53:07 AM Creation date: 10/9/2007 10:48:25 AM
<input type="checkbox"/>	52075 Brian	Last Editor: bdh1307 Original Author: bdh1307 Content class: Form Submission Pages/Text Area	Alteration date: 2/22/2008 2:04:42 PM Creation date: 2/22/2008 2:04:35 PM
<input type="checkbox"/>	52076 Brian	Last Editor: bdh1307 Original Author: bdh1307 Content class: Form Submission Pages/Text Box	Alteration date: 2/22/2008 2:07:11 PM Creation date: 2/22/2008 2:07:05 PM

Select all entries of this results page

First page Previous page Page 1 of 2 (Hit 1-20 of 25) Next page Last page

How many results pages were returned?
Note the total number of hits.

Best Practices and Tips

Change the File Name of a Page

<https://webpress.missouristate.edu/ChangeFileName.htm>

- From the Page Menu, choose **Properties**
- Enter desired file name; avoid using spaces, commas, apostrophes and slashes
- Be sure to manually request a page publish since this does not trigger workflow processing

You are editing the page

Properties Actions L

Choose the Properties option on the Page Menu.

webpress **Edit Mode**

Missouri State UNIVERSITY

Close Page

Edit Properties

Page Title
Set Up My Computer for Web Press

File name:
WebPressSetup.htm

Enter desired file name.

Upload a File to Your Assets Folder

<https://webpress.missouristate.edu/UploadFile.htm>

- Spaces within a file name are automatically converted to underscores during the load process
- Files accessed via a link, such as documents, with parentheses in the file name **will not** publish; remove them before loading

File Name	Date	Time	User
city	5/29/2007	2:21:14 PM	kla407
CN	6/4/2007	3:27:39 PM	kla407
CN	6/4/2007	3:27:59 PM	kla407
CNAS_BI_Biology-Ecology_Evolution_and_Systematics.xls	6/4/2007	3:28:18 PM	kla407
CNAS_BI_Biology-General_Biology_(BS)_comp.xls	6/4/2007	3:28:32 PM	kla407

File names with parentheses will fail to publish. Change to dashes or underscores before loading into the asset manager.

Add a Slideshow on a Page

<https://webpress.missouristate.edu/Slideshow.htm>

- Available in General Pages group
- Specify alignment within page
- Specify slide display time
- Specify slide transition time
- Up to twenty images can be included
- Tip: Use images sized alike

Alignment
Left

Time (in seconds) a slide is displayed
[]

Fade time (time between transitions)(IE and Firefox only)
2 seconds

- Edit Slide 15
- Edit Slide 16
- Edit Slide 17
- Edit Slide 18
- Edit Slide 19
- Edit Slide 20

Add a Flash Movie on a Page

<https://webpress.missouristate.edu/FlashFile.htm>

- Available in General Pages group
- Load flash file into asset manager
- Specify alignment on page
- Specify height and width of display
- Specify looping option
- Specify automatic start on page load
- Specify scaling option
- Tip: Optimize flash file size

Edit Elements via Form

Headline
Campus Rec Spring 2008

Alignment
Center

FlashAsset
Flash (.swf) file loaded into asset manager.
Campus_Recreation_Promo_2(1).swf

FlashHeight
270
You must specify height and width.

FlashWidth
480

Loop
True

Specifies whether the movie begins playing immediately on loading in the browser.
True

Scale
ExactFit

Add Popup Menus to a Page

<https://webpress.missouristate.edu/PopupMenus.htm>

- Provides a popup submenu for navigation links
- The main link goes to an underlying page
- The submenu links go directly to pages linked on the underlying page, skipping the intervening page
- Problem areas
 - Trying to *create* pages from the submenu links
Submenu links should *reference* pages (links) on the base link page
 - Connecting pages to submenu links instead of referencing
- To create:
 - Create and connect a page to the base link
 - Follow the link to the base page
 - Create and connect pages to the base page
 - Return to the page above the base link page
 - Expand the SubLinks and reference each page *below* the base page

Web Press

Popup Menus

Hovering over the base (main) link causes the submenu to appear.

Submenu links go directly to pages created/connected from the base page.

Steps with the link "image" beside them have graphic images to help you through them.

Missouri State > Web Press > How To Instructions > Popup Menus

This is the page connected to the base link. It contains links to children pages. These children pages are linked from the popup submenu (via Reference Page).

Connected To

How To Instructions > Popup Menus > Page BaseLink Is Connected To

Prevent Spam by Using a CAPTCHA

<https://webpress.missouristate.edu/captcha.htm>

- Completely Automated Public Turing test to tell Computers and Humans Apart
- Prevents automated submission of forms
- Limited protection if not activated upon initial publication of form

Edit Elements via Form

Headline

Join the CDR Mailing List

Use a CAPTCHA test?

Yes

Enable the CAPTCHA test.

Verification Type Visual Test Audio Test

Human Verification

F67H8

Enter the code shown:

Send