



Minnesota State University, Mankato

SiteEdit Guide

Version: Phase 3

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Information in this document is subject to change without notice. Please direct any comments or questions you may have on the clarity, accuracy, arrangement, and usefulness of this documentation to tedmund.johnson@mnsu.edu.

Overview

SiteEdit is a tool that allows you to edit a website via the web. It gives you the power to edit a website without the use of such tools as Macromedia's Dreamweaver® or Microsoft's Front Page®. This tool will permit you to make changes to a website while on the road or even when you are just away from your "work" computer. The following documentation will provide you with step-by-step instructions how to use the typical features of this tool.

Requirements

To ensure the optimum performance of *SiteEdit*, your computer must meet the following requirements.

System Hardware Requirements

Minimum

- An internet connection (high-speed or dialup)

System Software Requirements

Minimum Browsers

- Internet Explorer® 6 
- Netscape® 
- Opera® 

Recommended Browsers

- Mozilla Firefox®  (with current updates)
- Internet Explorer® 7  (with current updates)

Quick Start

Accessing SiteEdit

Once you have been given permission to use the *SiteEdit* web tool you will be able to login and edit the site that you have been granted access to edit. To get permission you must request that your director or department chair email Ted Johnson, tedmund.johnson@mnsu.edu, to grant you access.

Choosing a Web Browser

****This documentation was tested using Mozilla Firefox® 1.5.0.7 and Internet Explorer® 7.**** These browsers work the best because they have tabbed browsing, making it easier to switch between *SiteEdit* and the page you are editing, and the browser performs a hard refresh/reload of the page when the refresh/reload button is clicked, making the changes you made in *SiteEdit* appear.

Logging In

1. Open a web browser.
2. Type either <http://www.mnsu.edu/edit/site.php> into the address bar to access the production *SiteEdit*, used if you are only making a few small changes or updating information, or <http://devweb2.its.mnsu.edu/edit/site.php> into the address bar to access the development *SiteEdit*, used if you are doing a total renovation to the site.
3. Click **Go** or press the **Enter** key.
4. Type your *MavMail/MavAccount* username into the **Username:** box.
User name:
5. Type your *MavMail/MavAccount* password into the **Password:** box.
Password:
6. Click .
7. Type the full web address (URL) you have permission to edit into the **WHICH SITE DO YOU WANT TO EDIT?** box.
8. Click .

Logging Out

SiteEdit will automatically logout once it has been idle for 30 minutes. *SiteEdit* will also automatically logout once the web browser is closed.

Status Messages

After clicking the “update” button to apply changes to the following sections: **Site Settings**, **New Page Creation**, and **Site Menu Editor** the page will refresh, and at the top of the content area, you will see one of the following messages: **SUCCESS**, **INFO**, or **ERROR** followed by an explanation of what *SiteEdit* succeeded at, has information about, or what function failed. For example: **SUCCESS: File created.** means that *SiteEdit* was able to create a new file successfully.

SiteEdit Features

Site Settings

This information includes contact information and site settings for the entire site that will be applied to every page that is created.

Entering the Site Owner Description

1. Type a description for the owner of the site in the site owner **Input** box.

| | |
|------------|---------------------|
| Site owner | John Smith |
| Site owner | College of Business |

2. Click .

Entering the Owner Email/URL Information

1. Type an email address, a rooted URL, or a full URL in the owner email/url **Input** box that will be linked for contacting the site owner.

| | |
|-----------------|-------------------------------------|
| Owner email/url | john.smith@mnsu.edu |
| Owner email/url | /finc/about.html |
| Owner email/url | http://cob.mnsu.edu/finc/about.html |

2. Click .

Entering the Bread Crumb Prefix

1. Type a description for the bread crumb in the bread crumb prefix **Input** box.
2. Insert a **[** directly after the description without using a space.
3. Type the web address you would like the bread crumb to link to.
4. Insert a **]** directly after the web address without using a space.
5. Insert a **^** directly after the **]** without using a space.

| | |
|--------------------|--|
| Bread crumb prefix | College of Business[http://cob.mnsu.edu/]^ |
|--------------------|--|

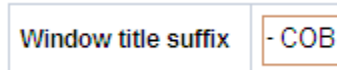
6. Repeat steps 1 through 6 as needed to produce the desired bread crumb prefix before moving on.

Note: The standard bread crumb would be listing the university first, followed by the college or division, then the department or office.

7. Click .

Entering the Window Title Suffix

1. Insert a – in the window title suffix **Input** box.
2. Type a description for the window title suffix with a space between the description and the dash.



The image shows a form with a label 'Window title suffix' and an input box containing '- COB'. The input box is highlighted with a red border.

Note: If repeating the instructions to gain a larger window title suffix, make sure there is a space on both sides of all dashes.

3. Repeat steps 1 through 3 as needed to produce the desired window title suffix before moving on.

Note: The standard window title would be a full descriptive title of the site.

4. Click .

New Page Creation

This information includes options that will be applied to the page you are creating.

Creating a New Page

1. Type the name of the file you would like to create in the file name **Input** box.

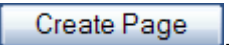


The image shows a form with a label 'File name' and an input box containing 'test'. The input box is highlighted with a red border.

Note: The file name can only use lowercase letters and numbers.

Note: Do not include a file extension in the input box, for example “.html” would create an error.

2. Select the number of columns to be used in the content area.
Note: One column is the standard, but two can be used if needed.
3. Select whether or not you want the new page to appear in the left menu.
Note: Yes is the standard, but no can be used if needed.

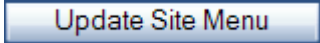
4. Click .

Note: Your new page is now located in the Site Menu Editor list. Use the instructions below to provide proper identification for this new page within your site navigation.

Site Menu Editor


This information allows you to set the menu order, level, and titles of the pages in your site.

Entering the Left Menu Name

1. Select the **Left Menu Name** box that is in the same row as the file you would like to enter the left menu name for.
2. Enter the name as you want it to appear on the left menu.
3. Click .


Entering the Window Title

Note: If a window title is not entered, the name of the **Left Menu Name** will automatically appear as the window title.

1. Select the **Window Title** box that is in the same row as the file you would like to enter a window title for.
2. Enter the name as you want it to appear on the window title.
3. Click .

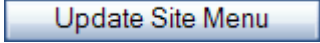
Entering the Header Title

Note: If a header title is not entered, the name of the **Left Menu Name** will automatically appear as the header title.

1. Select the **Header Title** box that is in the same row as the file you would like to enter a header title for.
2. Enter the name as you want it to appear on the header title.
3. Click .

Entering the Bread Crumb

Note: If a bread crumb is not entered, the name of the **Left Menu Name** will automatically appear as the bread crumb.

1. Select the **Bread Crumb** box that is in the same row as the file you would like to enter a bread crumb for.
2. Enter the name as you want it to appear on the bread crumb.
3. Click .

Changing the Left Menu Order

1. Select the **Order** box that is in the same row as the file you would like to change the order for.

2. Change the number to be lower than another file, placing it higher on the left menu list, or change the number to be higher than another file, placing it lower on the left menu list.

| Order | Menu Level | Left Menu Name |
|-------|------------|----------------|
| 100 | 1 | Page1 |
| 200 | 1 | Page2 |
| 300 | 1 | Page3 |

Note: Using the illustration above, if Page3's order number is changed to 150, the **Left Menu Order** would then become: Page1, Page3, Page2. Another example using the illustration above, if Page1's order number is changed to 301, the **Left Menu Order** would then become: Page2, Page3, Page1.

3. Click .

Note: The left menu order will not update until the browser in which it is being viewed is refreshed/reloaded.

Changing the Menu Level

1. Select the **Menu Level** box that is in the same row as the file you would like to change the level for.
2. Change the number to: 1 to place it at a level 1, the highest menu level, 2 to place it at a level 2, the middle menu level, or 3 to place it at level 3, the lowest menu level.

Page1 — Level 1
 Page2 — Level 2
 Page3 — Level 3

Note: The menu level above the one you are changing needs to be less than or equal to the number you input without skipping numbers, otherwise the result will be an error on the page.

3. Click .



Note: The menu level will not update until the browser in which it is being view is refreshed/reloaded.

Using the File Actions

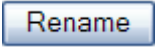
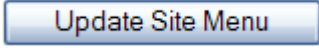
Viewing a File

1. Click [view](#) located in the same row as the file you would like to view.
2. Click the refresh/reload button on your browser to ensure the page is appearing correctly.

Deleting a File

1. Click [delete](#) located in the same row as the file you would like to delete.
2. Click , when asked to confirm the deletion of the file.
3. Place the cursor in the **Filename** box of the file just deleted.
4. Delete all text from the **Filename** box.
5. Place the cursor in the **Left Menu Name** box of the file just deleted.
6. Delete all text from the **Left Menu Name** box.
7. Click .

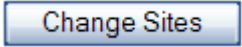

Renaming a File

1. Click [rename](#) located in the same row as the file you would like to rename.
2. Type the new name for the file you are renaming into the **Rename File** box.
3. Click .
4. Place the cursor in the **Filename** box of the file just renamed.
5. Delete all text from the **Filename** box.
6. Place the cursor in the **Left Menu Name** box of the file just renamed.
7. Delete all text from the **Left Menu Name** box.
8. Click .
9. View and follow the **Site Menu Editor** section to redo menu order, menu level, left menu names, et cetera, as needed.

Changing Sites

Once you have completed making changes to one site, you can enter in another site address without having to re-login.

Changing the Site Being Edited

1. Click .
2. Type the full web address you have permission to edit into the **WHICH SITE DO YOU WANT TO EDIT?** box.
3. Click .